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# CDETB Taxsaver Terms & Conditions

Taxsaver Commuter Tickets/Credits are annual travel tickets/credits issued by Dublin Bus, Bus Eireann, Irish Rail, and LUAS through employers. The employer pays the full cost in advance, issues the ticket or in the case of employees who are the holders of a Personalised Leap Card, the employer will purchase credit to be uploaded to their card. The cost will then be deducted from the employee salary April 2023 to January 2024 (10 months) for permanent employees, or from April 2023 to November 2023 in the case of employees with pro-rata contracts. **Other contracts will be reviewed on a case by case basis.**

The employee will not be liable for tax, PRSI or applicable levies on the salary foregone. If the employee is pensionable the reduction in gross pay will be made *after* the superannuation contribution is calculated, i.e. pensions will not be affected.

Full details of the scheme are available on **www.taxsaver.ie**

***The procedure is as follows:***

* Applicants should complete the Pay Mandate & Application Form (Appendix I) and return to CDETB, Head Office by **13th March 2023**. ***Late applications will not be accepted.***
* CDETB will purchase the 2023 Annual Ticket/Credit and return the ticket to the employee by courier to the college/centre in time for use from 1st April 2023. Pre- purchased Irish Rail and Luas Ticket Credit will automatically upload to Personalised Leap Card when scanned at a ticket gate in the new-year. Dublin Bus Credit purchase needs to be uploaded at a designated ticket station. *(See attached information in relation to this*).
* The deductions from pay commence with the first payment of April 2023 to the employee. Employees who leave CDETB's employment before 31st January 2024 (or 30th November 2023 in respect of Pro-rata Part-time teachers) will have the full balance owed to CDETB deducted from their final payment.
* Tax & levy relief will be automatic and it is not necessary for an employee to claim for it. However, the application form incorporates a signed mandate altering the employee’s conditions of service by reducing Gross Pay by the cost of the annual commuter ticket.
* The scheme is being operated by CDETB for its employees only. It is not possible for a CDETB employee to purchase a ticket/credit on behalf of someone else.
* A separate application form is required for each year.
* CDETB’s involvement extends only to purchasing the ticket/credits and facilitating the deductions. CDETB will not become involved in any way in disputes or problems between employees and the ticket providers.
* **Lost tickets are replaced at a cost. Their replacement is a matter between the employee and the ticket provider.**
* The scheme applies only to **Annual** tickets, from 1st April 2023 – 31st March 2024. CDETB does not facilitate monthly ticket orders due to limited resources available to administer the scheme.
* As per the Department circular the choice exercised must be irrevocable for the relevant year and cannot be made more frequently than once a year. Therefore staff are advised to choose their annual ticket/credit carefully and contact the relevant provider with any specific queries before submitting the application form to Head Office. **Once purchased, there will not be a facility to change ticket/credit types etc throughout the year. Please note that ticket cancellations will not be processed except in exceptional cases such as maternity or long-term sick leave which will be considered on a case-by-case basis.**
* Please note that all tickets purchased from Irish Rail, Dublin Bus, Bus Eireann & LUAS, are treated by the provider as 10 month tickets, with the last two free. **Please note that a refund from the transport provider is not always possible. In such cases the employee is liable for the full costs of the ticket and CDETB shall recover any balances owed by the employee.**
* Blank application forms are available from each College/Centre office & CDETB staff intranet.
* Please address any queries regarding eligibility for the scheme to **taxsaver@cdetb.ie**

**Reminder: Closing date – Monday 13th March 2023**

* + - ***Late applications will not be accepted.***

Signed: CDETB Taxsaver Dept.

Date: 20.02.2023