

Department of Education
Cycle to Work Application Form

Part 1 – Applicant Details

Applicant Name

Address

Eircode

Contact Phone Number

Contact Email

Payroll No

PPS No

Sector

Primary Teacher

Post Primary Teacher

Primary Non Teaching Staff

Post Primary Non Teaching Staff

School Roll No

Part 2 – Supplier Details

Supplier Name

Supplier Address

Country

Supplier Eircode / Postcode

Supplier Contact Email (For Remittance)

Part 3 – Supplier Payment Details

Invoice Number

Invoice Amount (Euro)

Supplier's Bank Account IBAN

Supplier's Bank Account BIC

Part 4 - Details of Equipment Purchased

Invoice Attached

Goods	Description	Price Inclusive of vat
Bicycle		
Cycle Helmet		
Bells & bulb horn		
Lights / dynamo		
Mirrors & mudguards		
Cycle clips / dressguards		
Panniers, Luggage carriers and straps		
Locks and chains		
Pumps, puncture repair kits and tyre sealant		
Reflective clothing, white front reflectors and spoke reflectors		
TOTAL		

Part 5 – Applicant Salary Deduction Authorisation and Declaration

I hereby authorise a salary sacrifice of € _____ of my annual basic salary in lieu of the provision of new bicycle / cycle safety equipment by the Department of Education.

I hereby authorise recoupment of the salary sacrifice on the following basis until it has been recouped in full and that the deductions will be made during the current tax year.

Start date to the last pay date in October

Start date to last pay date in August (for fixed term or regular part time contracts)

September to last pay date in October

Once off deduction

I have read and I agree to the Cycle to Work Scheme conditions as outlined in Circular 0056/2020 and I certify that I will comply fully with the conditions of the Circular.

I understand that I should use the bicycle in accordance with all rules and regulations as set out by the Road Safety Authority (RSA)ⁱ and make use of proper bicycle safety equipment at all times.

Applicant Signature

Date

Queries on the operation of the Cycle to Work Scheme can be emailed to
Primary Teachers: primtch_payroll@education.gov.ie
Post Primary Teachers: ppppayroll@education.gov.ie
Non-Teaching Staff: NTSPayroll@education.gov.ie

Data Protection

The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A
If the information you have provided is to be used for purposes other than outlined in the Departments registration with the DPC your permission will be sought.

ⁱ Please see RSA Website <https://rsa.ie/en/RSA/Pedestrians-and-Cyclists/Cycling-safety/>