

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

TO: SALARIES AND WAGES DEPARTMENT –  
NOTIFICATION OF LEASE CAR ALLOCATION

Staff Member:

Payroll Number:

Vehicle Registration Number:

Make:

Model:

Engine C.C:

Petrol/Diesel:

P11d:

CO<sub>2</sub> Emissions:

Start Date:

SAMPLE - DO NOT USE

and that **36** payments of **£.....per month PLUS £.....VAT per month**, should be deducted from \*his/her salary, **commencing** with the month of .....according to the hire agreement, a copy of which is attached.

In accordance with the terms and conditions of the scheme, this employee will be reimbursed at **the current rate of 13p per mile** for \*his/her business mileage. It has been decided that unless the petrol price significantly varies, this rate will remain the same until it is reviewed again.

Signed .....

Date .....

**PLEASE CANCEL ANY PREVIOUS INSTRUCTIONS**

**NET MONTHLY AMOUNT x 36 = £.....**

**MONTHLY VAT AMOUNT x 36 = £.....**

**TOTAL MONTHLY AMOUNT x 36 = £.....**