

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

Application for a Loan to Purchase an Annual Car Parking Permit

Full Name _____

Home Address _____

_____ Post Code _____

Department _____

Workbase _____ Phone Number _____

Post Held _____ Payroll Number _____

Date Commenced _____ Weekly/Monthly paid _____

Details of Permit to be purchased:

Cost £ _____

Period From _____ To _____

Location of Car Park _____

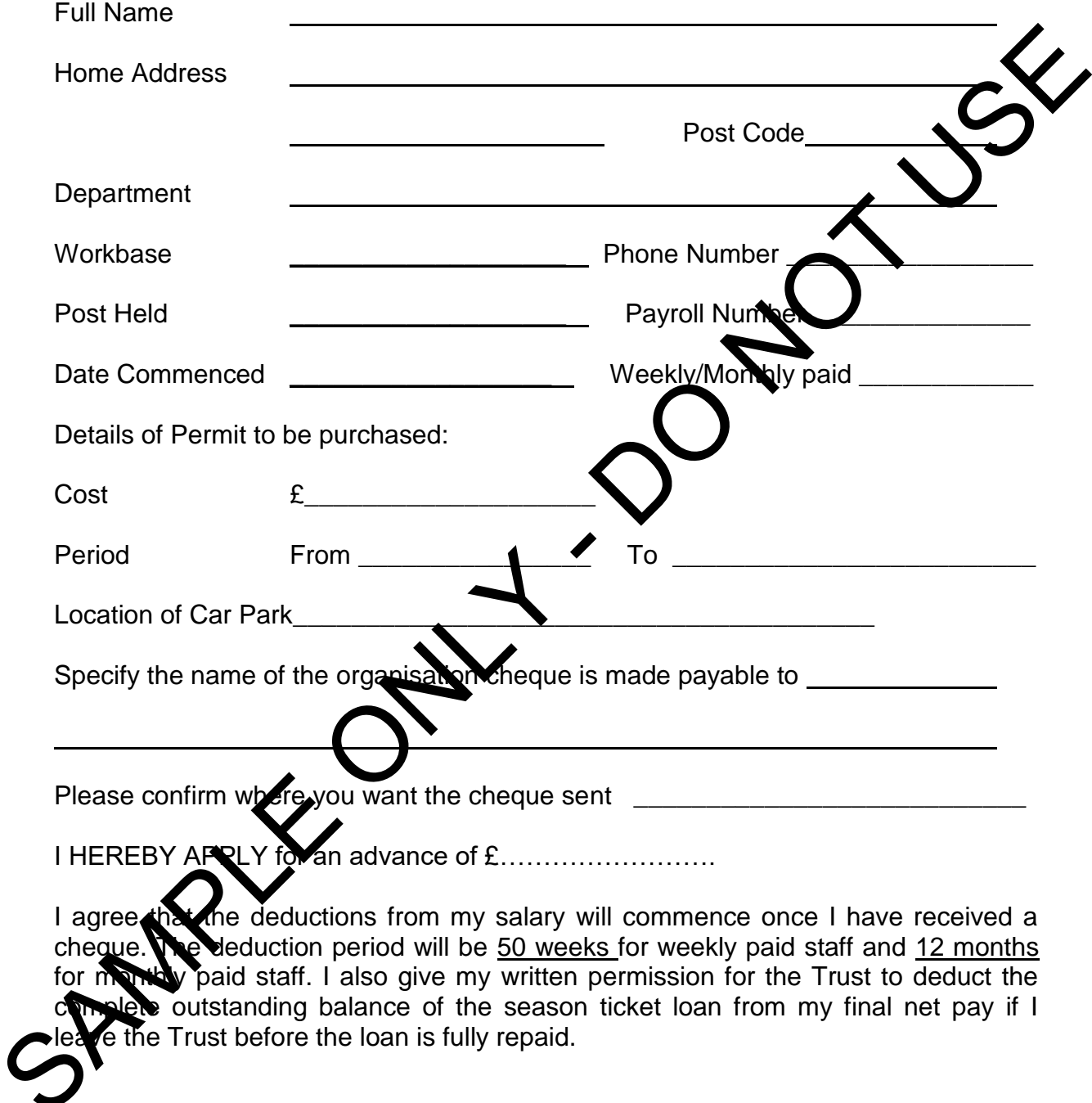
Specify the name of the organisation cheque is made payable to _____

Please confirm where you want the cheque sent _____

I HEREBY APPLY for an advance of £.....

I agree that the deductions from my salary will commence once I have received a cheque. The deduction period will be 50 weeks for weekly paid staff and 12 months for monthly paid staff. I also give my written permission for the Trust to deduct the complete outstanding balance of the season ticket loan from my final net pay if I leave the Trust before the loan is fully repaid.

Applicant Signature _____ **Date** _____



To be completed by Applicant's Line Manager:

I confirm that I approve this application and certify that the above details are to the best of my knowledge and belief correct.

Manager Signature _____ **Print Name:** _____

Job Title _____ **Date** _____

DECLARATION

All employees who receive an advance towards the purchase of an Annual Car Parking Permit are obliged to sign below to signify their understanding and acceptance of the supplementary condition below.

I certify that the above statements are correct and that the car parking permit is being purchased from a recognised or Local Authority / car parking organisation and is for parking convenient for and in connection with my work base.

Should the employee surrender the car parking permit, secure a refund and fail to remit the refund (in full) to the organisation via the Trust within 21 days of receipt of the refund or use the loan for any other purpose other than to purchase a car parking permit, this act shall be defined as a Gross Misconduct Offence under the Trust's Disciplinary Procedures. Such an offence will normally warrant Summary Dismissal.

Applicant Signature _____ Date _____

Finance Signature _____ Date _____

Finance Name _____

Completed application to be sent to : Financial Accounts

SAMPLE ONLY - DO NOT USE