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:

CO₂ Emissions:

Start Date:

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 = £…………