

Date _____

SALARY SACRIFICE REDUCTION

TO: SALARIES AND WAGES DEPARTMENT –

NOTIFICATION OF SALARY SACRIFICE REDUCTION FOR CONTRACT HIRE VEHICLE

Staff Member	
Payroll Number	
Vehicle Registration Number	
Make	
Engine C.C	
Diesel/Petrol	
P11d Value	£
Start Date	

Please **reduce** the above employee salary for **36 months** by **£ per month commencing** with the month of , according to the hire agreement, a copy of which is attached.

As this is a salary sacrifice vehicle the employee will be paid business mileage at the rate of **45 pence per mile**.

Signed _____

Date _____

PLEASE CANCEL ANY PREVIOUS INSTRUCTIONS

TOTAL MONTHLY AMOUNT x 36 £