Payment of travel pass fees by salary deduction – Robin Hood

Title & full name:

Home address:

Postcode:

Phone number:

Email:

(If you provide an email address, you will receive an email when

your application has been processed and your travel pass is

available for collection. You will need to print out this email.)

Date of birth:

Payroll number:

School/Department:

Student card number:

(if applying for student pass)

I wish to purchase the following travel pass (please indicate below):

Travel pass

Annual Robin Hood season card adult

Annual Robin Hood season card student

Total cost

£766.00

£486.00

 Monthly

deduction

£63.84

£40.50

 Tick

(one only)

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I wish to commit to the travel pass scheme for 12 months, commencing 01 / MM / YYYY, and give

permission for the cost of my travel pass to be deducted from my salary at The University of Nottingham.

Please deduct the amount of £…………….. each month for 12 consecutive months.

I understand that, if I leave the University during the 12 months, I must notify Pension and Benefits Services

of my leaving date. I give permission for the outstanding balance to be deducted from my final month’s

salary if I have not agreed alternative arrangements with Pension and Benefits Services.

I understand that, at the end of the 12 month period, my travel pass will cease to be valid and that it is my

responsibility to re-apply to the scheme to arrange a new pass.

Signed: ………………………………………………………..

Please email this form to: benefits@nottingham.ac.uk

Date: ………………………………………………………..

Or post to: Pension & Benefits Services, Financial Operations, The University of Nottingham, King’s

Meadow Campus, Lenton Lane, Nottingham, NG7 2NR

