TaxSaver Scheme Policy

**Scope**

This policy applies to all operational employees of COMPANY

**Purpose & Aims**

Define the rules of the TaxSaver scheme

**Related Policies, Procedures & Processes**

This policy should also be read in conjunction with:

Grievance Policy

Disciplinary Policy

**Scheme Overview**

The TaxSaver scheme applies to valid TaxSaver tickets available with Bus Eireann, Dublin Bus, Irish Rail and LUAS. To avail of tax relief the ticket must be purchased by COMPANY.

The scheme is implemented under a salary sacrifice arrangement through the employee payroll. Under the arrangement, COMPANY provides the TaxSaver ticket to the employee who agrees to forego or sacrifice part of his or her salary every pay period (weekly/fortnightly/monthly), in order to cover the cost equivalent to the value of the ticket provided.

The following rules shall apply in the operation of the scheme:

* Employees must have completed one year’s service with COMPANY and all screening and other relevant checks before being eligible to participate in the scheme.
* The employee must agree to the salary sacrifice in writing and agree to repay any monies outstanding in respect of the ticket from their last payment if they leave the company, for whatever reason, before the full salary sacrifice has repaid.
* The employee will be fully responsible for the ticket once provided and the Company will not accept any liability whatsoever for replacement tickets if the original is lost, stolen or mislaid.
* In applying for a ticket under the scheme the employee agrees to be bound by the conditions of the COMPANY scheme and the terms and conditions of the Transport company providing the ticket.
* The ticket purchased must be for the employee only and cannot be for a family member, other relative or acquaintance.

The employee must identify the type of ticket he / she requires and must apply in writing to the HR Department providing the following information:

* Employee Name
* Employee Address
* Employee ID
* Transport Company
* Ticket Type
* Price of Ticket

And supply a passport sized photograph where required

If the employee has any doubts as to the type of ticket required to meet his / her needs, he / she must enquire directly with the transport company prior to making a request to COMPANY. COMPANY will only purchase tickets in accordance with the written request and will not be responsible for any errors or omissions that might subsequently arise. In the event that issues arise during the purchasing process the HR / MANAGEMENT will revert back to the employee and will require clarification in writing from the employee before purchasing a ticket. An acknowledgement form must be completed at the time of receiving the ticket. Tickets must be collected from the HR / MANAGEMENT by the individual directly.

For further information on the ticket types please log onto [www.taxsaver.ie](http://www.taxsaver.ie). Please note that all orders must be placed before the 15th of the month to guarantee receipt for the following month. Please note that tickets ordered after the 15th will be processed the following month.

**Abuse of this Policy**

Any abuse in the application of this policy will be dealt with in accordance with the Company’s Disciplinary Policy and Procedure and may result in disciplinary action being taken, up to and including dismissal if proven to have occurred.

**Alterations and Amendments**

The Company reserves the right to amend or withdraw this policy at its absolute discretion, in accordance with the needs of the business. Any such changes will be notified to employees by the appropriate means.

Application Form

Name \_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_

Start Date \_\_\_\_\_\_\_\_\_\_\_\_

Application Date \_\_\_\_\_\_\_\_\_\_\_\_

Manager \_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_

Transport Company \_\_\_\_\_\_\_\_\_\_\_\_

Ticket Type \_\_\_\_\_\_\_\_\_\_\_\_

Full Cost € \_\_\_\_\_\_\_\_\_\_\_\_

Monthly repayments \_\_\_\_\_\_\_\_\_\_\_\_

Photo attached \_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_, have read the TaxSaver policy and agree to the terms set out within it. I agree to have my salary deducted in accordance with the guidelines outlined in the TaxSaver policy.

Signed \_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_

Authorised by Manager

Signed \_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_