



### Season Ticket Loan Application Form

Employee Name:	
Start date of Employment:	
Department:	
Job Title:	
Payroll Number:	
Station travelling from/from:	
Cost of annual season ticket	£

I acknowledge that I will need to provide proof of season ticket purchase. (A scanned image of ticket receipt purchase (with photo card ID if applicable) should be sent to [viapathpayroll@viapath.co.uk](mailto:viapathpayroll@viapath.co.uk) within one calendar month of receiving the funds in your pay.) I understand that failure to do this will result in the full amount being deducted back from my salary the next month.

In the event that my employment with the company is terminated for any reason and by any party, I acknowledge that the company will reclaim the outstanding balance on the loan from the monies due to me.

Employee Signature.....

**For further information please refer to the Season Ticket Loan guidance document.**

Please note the loan will be repaid in **Ten** equal instalments deducted directly from your salary.

If you require a different deduction quota please contact the Payroll Department to discuss on the Phone: 0207 188 2500 ext.54103

Manager's Name:.....

Manager's Signature: .....

Date: .....

**\*Please scan authorised form to [viapathpayroll@viapath.co.uk](mailto:viapathpayroll@viapath.co.uk) and ensure that proof of purchase is sent to the same address**