

APPLICATION FOR SEASON TICKET LOAN

Please complete this form in **block letters** and return it to the Human Resources Department at least three weeks before you require the loan.

SURNAME: _____ FIRST NAME(S): _____

DEPARTMENT: _____ PAYROLL No.: _____

START DATE: _____ (must have passed probation period)

DATE FROM WHEN TICKET IS TO OPERATE: _____

JOURNEY FROM: _____

TO: _____

TOTAL PRICE*: £ _____ *(Must attach print out with evidence of the price)

DECLARATION:

I, _____ acknowledge the receipt of the season ticket loan.

I agree to reimburse The Landmark London for the cost of the ticket, and hereby authorise the following deductions from my salary.

Deductions:

The deductions will be done from my net monthly salary and will be taken over a period of 10 (ten) months. Every month the deduction will be of £ _____

Should I leave The Landmark London for any reason during the currency of the ticket, I will pay the outstanding debt by my last day of employment.

Please note: If you already have a previous loan granted and currently been deducted, then your request may be declined.

Please note: you MUST register your oyster online and have an account in order to make use of this benefit.

This agreement is made voluntarily by me on _____

Team Member's signature

To be completed by Payroll prior to other signatures:

Currently owed to the company (Season ticket, cash advance, study loan, etc.)	£ _____
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Director of Human Resources signature

Financial Controller signature