

TAXSAVER COMMUTER TICKET SCHEME

ENTRY REQUIREMENTS FOR TAXSAVER SCHEME

In order to join the Tax saver Scheme an employee must be a permanent member of staff and their contract must not expire prior to the expiry date of the ticket applied for.

PAYMENT PLAN

Deductions for the cost of commuter tickets shall be made as follows:

- **Monthly Salary: Ticket cost will be spread across 10 months' salary deductions**
- **Weekly Salary: Ticket cost will be spread across 44 weeks' salary deductions.**

YEARLY RENEWAL / APPLICATION FOR TICKET

YEARLY RENEWALS

- Every October a notice will be posted on the Intranet to remind staff of the deadline to submit applications for the renewal/application of Tax saver Commuter tickets.
- The Tax saver Commuter Ticket - Application Form must be completed in full, signed and returned to s.smith@lawsociety.ie by **mid-November**.
- All Tax saver Commuter tickets shall run from January to December.

OUTSIDE OF YEARLY RENEWALS

For new employees who join the Society outside of the yearly renewals/application date and wish to avail of the Tax saver Commuter scheme the following mid-year option is available, as long as the above criteria for entry requirements are in place.

Irish Rail/Dublin Bus/Luas/Bus Eireann

- A Tax saver Commuter Ticket - Application Form shall be completed in full and signed for the purchase of an annual ticket by **early June** on the understanding that this Tax saver Commuter ticket will be cancelled and expire at the end of December (valid July-Dec). A new annual ticket will then be applied for in line with the yearly renewals as above. Payment deductions will be in line with the above payment plan.

Other Bus/Coach Service

- Employee needs to check with their local travel company for their Tax saver Commuter ticket options (preference for 6 month ticket (Jul-Dec) or ticket option that will expire in Dec) and send details to s.smith@lawsociety.ie. Once ticket option approved then a Tax saver Commuter Ticket - Application Form must be completed and submitted. On expiry of this mid-year ticket a new Tax saver Commuter ticket can be applied for in line with the normal yearly renewals as above. Payment deductions will be in line with the above payment plan.

CANCELLING YOUR TICKET

Your Tax saver ticket needs to be surrendered on cessation of your employment with the Society. Please email s.smith@lawsociety.ie with details of your last day of employment as soon as details confirmed for the expiry date to be applied to the ticket. The physical ticket needs to be returned to Sandra Smith in Finance & Administration Department.