

## Cycle to Work Scheme Application

### Data Protection and privacy notices

The personal details supplied on this form will be held by the Royal Borough of Windsor and Maidenhead and processed in accordance with the [Data Protection Act \(DPA\)](#) ([Opens in new tab](#)) and [privacy notices](#) ([Opens in new tab](#)).

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### Employee details

To apply for the Cycle to Work Scheme, please ensure you have completed the following steps:

- 1) Read through the [RBWM employee FAQ](#) or [School employee FAQ](#).
- 2) Submitted the application on the [Cycle2work platform](#) to request a Letter of Collection (LoC) for a specific value.
- 3) Fill in this internal application form to obtain approval from your approver.

Your application will be processed once we have confirmed your eligibility and received full approval.

Do you work for the council or in a school? (Required)

School



Name of employee (Required)

Employee email address (Required)

Position (Required)

Applied value (Required)

This is the value you applied when requesting the Letter of Collection (LoC).

Max amount is £1,800

Name of school (Required)

Name of headteacher or bursar (Required)

Headteacher or bursar email address (Required)

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Declaration

By submitting this request, you agree that should you cease to be employed by RBWM and/or the school during the term of the salary sacrifice arrangement, you will be required to pay the outstanding amount and such amount shall be deducted from your remaining net salary payment(s) or paid directly by you to RBWM and/or the school where the outstanding amount exceeds net salary payment(s).

Do you agree to this statement?

(Required)

☐ I agree

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Review your supplied details

Pressing "Submit Form" will send these details for processing.

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Do you work for the council or in a school?	School
Name of employee	Testing
Employee email address	Testing@testing.com
Position	Testing
Applied value	Testing
Name of school	Testing
Name of headteacher or bursar	Testing
Headteacher or bursar email address	Testing@testing.com

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Do you agree to this statement?

I agree

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Submit Form