Employee Plus Benefit Selection Form (Offline)

You can make your choices online at http://www.york.ac.uk/commercialservices/employeeplus/. If however, you do not have access to the Internet, you can use this form and return it to the Recruitment and Rewards Administrator.

Please note that throughout this document YCL and NYCH are collectively referred to as “the Employer”.

1. Please read and review your Employee Plus benefit brochure.
2. Make your benefit choices on this form.
3. If you are choosing CycletoWork Plus, you will need to complete a Hire Agreement, which you will receive once the election period has ended.
4. If you choose Childcare Plus, you will receive a pack from the provider shortly after the election period has ended.
5. If you are interested in making savings on the cost of your fees at the Campus Nursery with Nursery Plus, please read the Nursery Extra/Plus booklet (available from the Nursery) and obtain a separate application form from the Nursery.
6. Remember to sign and date all documents.
7. Return this form to the Recruitment and Rewards Administrator (1st floor Helix House) who will forward to Edenred for processing.
8. Deductions will be made on a monthly basis through payroll.

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<th>Surname:</th>
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<td>Contact Telephone Number:</td>
<td>Employee Number:</td>
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**Pensions Plus**
If you would like to join Pensions Plus (UoY), the Salary Exchange scheme for your pension membership, please tick this box.

**CycletoWork Plus**
Please enter the annual amount you wish to spend on a bike and accessories under Salary Exchange. The amount should be between £100 and £1,000.

**Childcare Plus**
Please enter the annual amount of Childcare Vouchers you would like to get under Salary Exchange, according to your tax rate:
1. If you are a basic rate tax payer, you can choose up to £2,916 per year.
2. If you are a higher rate tax payer, you can choose up to £1,484 per year.
3. If you are an additional rate tax payer, you can choose up to £1,166 per year.

**Declaration**
I have read and understood the General Terms and Conditions of the Employee Plus Benefits Scheme and confirm that my benefit selection is as above. I agree that the General Terms and Conditions of the Employee Plus Benefits Scheme are incorporated into my Contract of Employment and I agree, where appropriate, to my salary being amended as shown above. I understand that it will not be possible to amend these selections until December 2013, unless I undergo a lifestyle change, as defined in the General Terms and Conditions. I authorise that should my employment with the Employer terminate for any reason, any remaining payments due from me to the Employer in respect of benefits under an Employee Plus Scheme shall be deducted from my final salary payment in accordance with the terms and conditions of that scheme.

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