**Domestic Charging Point Loan Request**

|  |
| --- |
| Please note you will need to complete the below in the application process:   * Pay up front for your charging point installation (Receipt should come through immediately) * Complete several government forms for the grant |

|  |
| --- |
| **Loan Agreement** |
| The Society at its discretion will offer a 10 pay periods interest free loan to help fund the initial purchase of a domestic charging point for Electric Vehicle/Plug-in Hybrid Vehicle. Any missed payments will incur the payment range to be extended until final amount is paid. You must have successfully completed your probationary period and not be serving contractual notice.  The maximum available loan you many apply for is £1200. The loan can only be used for a complete or partial contribution to a domestic charging point and you will need to provide confirmation of your domestic charge point order and installation with your application. If any of the loan has been partly or fully used for any purpose other than funding a domestic charging unit, the loan will be partially or fully recovered from your next pay in the next available pay period.  The loan will be deposited into the bank account into which your normal salary is paid within 14 calendar days of receipt by payroll.  Should your employment be terminated (for any reason) prior to repayment of the loan, then you will be required to repay the outstanding loan balance in full, which will be deducted wherever possible from your final pay. If the Society is unable to recover the entire balance from your final pay, you need to agree other arrangements with us. |
| * I agree to the above terms and conditions |

|  |  |  |
| --- | --- | --- |
| **Application** | | |
| Colleague Name:  Colleague Employee Number:  Loan Amount:  Requested Loan Payment Period  Name of company installing the charging point  Potential Date of Installation | | * £ * (min 1 months, max 10 months) |
| **Manager Sign Off** | | |
| Manager Name:  Manager Job Role: | Manager Signature:  Date: | |
| **Loan Request** | | |
| Once this Loan Agreement has been sign off by your Manger, please raise a Loan Request to Payroll through Service Now which can be found on Colleagues Connect.  A copy of this Application and your installation order must be uploaded on the Service Now Electric Charge point Request. | | |