

**Employee Name** Nick Sraep  
**Employer** ZZZ Abcdefghi Jklmn Opqrs Tuv Wxyz TESTn2  
**Assignment No.** 12345  
**Date** 29/09/2016  
**Our REF.** 0002861376



## CAR LEASE SALARY DEDUCTION

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NE99 1AA

Dear Nick Sraep,

Thank you for ordering your new car through NHS Fleet Solutions. In order to proceed please review and complete the following documents:

- Order Form
- Agreement
- Insurance Excess Policy

### Order Form

Check the **Vehicle Details** to ensure these meet your requirements, sign and date the document and have your line manager/budget holder authorise it.

### Agreement

This document explains the terms and conditions of the Scheme. Further details are set out in the employer's brochure.

### Insurance Excess Policy

Please ensure that you read and understand this document which outlines the various excess levels that will apply in the event of a claim.

### Driver Entitlement Consent Form (Licence Form)

This document gives NHS Fleet Solutions authority to electronically check your licence and those of your additional named drivers. Please read the instructions at the top of the Driver Entitlement Consent Form.

Please return one signed copy of each document to Fleet Solutions by email to [orders@nhsfleetsolutions.co.uk](mailto:orders@nhsfleetsolutions.co.uk); fax ☎ 0191 293 4293 or post ✉ NHS Fleet Solutions, Northumbria House, 7/8 Silver Fox Way, Cobalt Business Park, Newcastle Upon Tyne, NE27 0QJ.  
Please retain a copy of all documents for your records.

If you have any queries about the ordering process please contact a member of the team.

Yours sincerely,

NHS Fleet Solutions

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## ORDER FORM

Gross Salary: £21,900.00	Contracted Hours: 40.0	Tax Code: 0777L
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Quotation		Vehicle
Annual Car Deduction	£4,658.56	Make: FIAT
Monthly Car Deduction	£388.21	Model: 500 DIESEL HATCHBACK
VAT	£77.64	Fuel: Diesel
Total monthly deduction	£465.86	Colour: Metallic - Epic blue
Monthly Car Tax Liability*	£0.00	Range: 500
Total Monthly Cost	£465.86	Derivative: 1.3 Multijet Lounge 3dr
		Options: Metallic - Epic blue~Leather - Black/ivory with black ambience
		Contract Mileage (per annum) 20,000

### IMPORTANT – Quotation valid until 20/10/2016

#### Early Termination Fee

Subject to meeting certain criteria this agreement can be terminated early – if applicable, the following charges will apply.

Within year 1 of lease	£1,382.13
Within year 2 of lease	£829.28
Within year 3 of lease	£276.43

\*This figure is accurate during the current tax year, subsequent years may be at an increased cost. Please see table below. The figures are subject to change. On some occasions there may be a delay with HMRC adjusting your tax code.

Tax Year	
Monthly Car Tax Liability – 16/17	£0.00
Monthly Car Tax Liability – 17/18	£0.00
Monthly Car Tax Liability – 18/19	£0.00

Please contact NHS Fleet Solutions in the first instance if you have any queries or are experiencing any difficulties with your tax code.

Please confirm that your order is for a New car, (first car with NHS Fleet Solutions)	YES / NO
Please advise the required delivery date:	

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# ORDER FORM

## Declaration

I apply to join ZZZ Abcdefghi Jklmn Opqrs Tuv Wxyz TESTn2's **\*\*SCHEME DESCRIPTION\*\*** and confirm that I have received and read the Employer's brochure and agree to the terms and conditions of the scheme ("the Scheme").

- I understand that the car will be ordered on my behalf and I shall be bound to the Scheme until the Scheme formally expires or my employment with the Employer organisation ceases.
- I understand and agree that all costs which result from loss, neglect, misuse or misadventure not indemnified by insurance or included in the Scheme will be my responsibility and may be deducted from my net salary.
- I accept that any additional costs incurred by early termination of the Scheme or excess mileage costs resulting from additional mileage, will be my responsibility and may be deducted directly from my net salary.
- I understand that the agreed annual mileage will be adjusted on a pro-rata basis should the agreement be terminated early.
- Should I wish to cancel this order prior to delivery I will be personally liable for a £500 charge.
- I accept that in the event of any accidental damage to the car, I am liable to pay the insurance excess direct to the repairer in line with Insurance Company policy.
- I understand that the car is insured for social, domestic and pleasure purposes including commuting to/from a permanent place of work, and business use for **my Employer's business only**. The cover excludes all other business use.
- I accept the above figures are based on current tax, pension and national insurance rules. Any future changes in these rules are outside the control of NHS Fleet Solutions or my Employer.
- Additional named drivers under the age of 21 cannot be insured. Insurance Terms and Conditions are subject to change on an annual basis. Such changes are outside the control of NHS Fleet Solutions or my Employer.
- I can confirm that I have carried out necessary research and have chosen a vehicle that suits my lifestyle and driving requirements.

**I understand and accept the terms of the Scheme and agree to be bound by them. Please note - the car will not be ordered until NHS Fleet Solutions have authority from your employer. Once on order you will receive a confirmation email and regular updates thereafter.**

Name:	Nick Sraep	Date:	
Signature:		Contact tel.:	

### LINE MANAGER AUTHORISATION

I confirm Nick Sraep is a permanent member of staff and I have no reason to believe Nick will leave the organisation in the next 36 months at the date of approval.

Name:		Date:	
Signature:		Contact tel.:	

Budget Code: *(only if applicable)*

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# AGREEMENT

**Agreement between:**

ZZZ Abcdefghi Jklmn Opqrs Tuv Wxyz TESTn2 (the Employer)

**And:**

Nick Sraep of  
1  
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NE99 1AA  
(the User)

For the allocation of a leased vehicle for use in carrying out duties on behalf of the Employer (official use) and for social, domestic and pleasure of the user (private use).

In consideration of the allocation of a vehicle by the Employer the User agrees to pay the sum of **£465.86** per month for a period of 36 months from the date of hand over of the vehicle, to be deducted in monthly amounts from the salary/wage of the User.

This agreement is based on the following:

Make:	FIAT
Model:	500 DIESEL HATCHBACK
Fuel:	Diesel
Colour:	Metallic - Epic blue
Range:	500
Derivative:	1.3 Multijet Lounge 3dr
Options:	Metallic - Epic blue~Leather - Black/ivory with black ambience
Contract Mileage: (per annum)	20,000

The User contribution will be revised if changes are made in the cost of annual road fund licence fee, the cost of the annual insurance premium, an annual review of the administration charge (in line with inflation), VAT or in the event of a variation in business or private mileage from the original amount on which the contribution was based.

This agreement shall remain in force for a period of 36 months or whilst the User is in the employment of ZZZ Abcdefghi Jklmn Opqrs Tuv Wxyz TESTn2, whichever is the shorter. This agreement includes the following:

1. From date of delivery you will be entitled to use, for yourself and your identified additional named drivers, of the car specified above for an average of 20000 miles per annum (this includes business and private mileage). For the avoidance of doubt, the use of the car is subject to the terms and conditions as outlined in the Scheme Brochure.
2. If, at the end of the lease period you return the car with more total miles than agreed, there will be a one off excess mileage charge recoverable from net pay.
3. Additionally, all parking fines, fixed penalty fines, leasing company administration charges associated with speeding or parking fines or similar penalties are your responsibility. The Employer accepts no responsibility to meet payments of this kind on behalf of the employee. The Employer will not withhold information properly requested by enforcement agencies, concerning your address or whereabouts to enable the agency to pursue penalties of this type.
4. In the event of any incident resulting in a claim against insurance (where the Employers insurance is taken) you will be liable for any insurance policy excess. If the circumstances of the claim allow the insurer to successfully achieve an Uninsured Loss Recovery ("ULR") on behalf of the driver, you will then be reimbursed.
5. The Agreement shall terminate either after the lease period or shall be terminated if the car is stolen or written off, but only after the insurance company has confirmed that the car has been stolen or written off. The Agreement will remain in place until such times that the insurance company settles the claim. In both of these instances, a replacement car will not be provided.
6. All charges legitimately levied against the Employer under the terms of the lease by the Lease Company in respect of excess mileage, unreasonable wear and tear due to mistreatment or neglect, poor maintenance, missing equipment or fittings, insurance excess on any other damage etc. will be met in full by you through a direct deduction from net salary.
7. In the event that your employment ceases before the end of the Agreement, then any termination charges (as set out on the Official Order Form) will be recoverable from your net pay and the car must be returned before you leave employment of the organisation.

I confirm that I have read and agree with the terms and conditions of the Scheme as set out in the employer's brochure. I understand and accept the Agreement as outlined in the above.

Name:	Nick Sraep	Date:
Signature:		

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## INSURANCE EXCESS POLICY

The insurance cover provided gives cover for up to five named drivers (including the employee). In the event of a claim an excess is payable by the employee.

The excess rate levied depends upon the individual circumstances of the driver, factors such as; age, previous convictions and accidents. Outlined below is the system our insurers use to calculate the excess amount. For further advice please contact NHS Fleet Solutions on 0344 811 8228.

The excess rates shown within this table are levied at the point of claim, not upon inception of the policy. Please note – for any driver under the age of 23, the points matrix will increase by 50%.

### Conviction Codes

Conviction Codes	Points	Notes
CU10-60, LC20-50, MS10-40 & 60-90, MW10, PC10-30, SP10-60, TS10-70	1	
CU80, CD10-30	3	
AC10-30, BA10-30, IN10, MS50, TT99, XX99	8	
DR10-90	10	Additional named drivers cannot be covered by the policy with a history of drink/drug driving offences within a 10 year period.
UT10-50, CD40-71, DD30-80	10	Drivers cannot be covered by the policy with a history of any of these convictions.

### Accidents

No. of fault accidents (within 3 years)	Points
1	1
2	3
3	8
4	10

### Excess Rates

Points	Driver aged 21 - 24	Driver aged 25 and over	Driver aged 25 and over (held licence less than 1 year)	Notes
Standard Rate	£500	£250	£400	
3 - 4	£700	£450	£600	
5 - 6	£900	£650	£800	
7 - 9	£1,100	£850	£1,000	
10 - 12	£1,100	£850	£1,000	Driver training also required at a cost of £349. Additional named drivers cannot be covered with a points score of 10 - 12
12+	Requires referral to insurer	Requires referral to insurer	Requires referral to insurer	Additional named drivers cannot be covered with a points score of 12+

**I have read, understood and accept the insurance excess policy.**

Name:	Nick Sraep	Date:	
Signature:			