



**APPLICATION FOR ADVANCE OF SALARY  
FOR ANNUAL SEASON TICKET**

I (BLOCK CAPITALS)

.....wish to apply for an interest-free loan advance as specified below, for the purpose of obtaining a season ticket for travel between my home and my place of work as an employee of Prospect.

Should the advance be approved, I authorise deduction from my salary up to 12 equal instalments. Number of instalments required ..... Should my employment terminate before repayment of the advance is complete, I authorise deduction of the outstanding amount from my final remuneration. Should the amount outstanding be greater than my final remuneration I accept that I shall owe the balance to Prospect and will be repaid before my final day of employment.

The amount required is £....., for a season ticket between

..... and

..... stations. The first deduction to be made

from my ..... salary and final deduction in

.....

**Signature** ..... **Date** .....

**Date required** .....

**Managers Approval**

**Name (BLOCK CAPITALS)** .....

**Signature** .....

**Position** .....

**Date** .....

**Finance Approval**

**Name (BLOCK CAPITALS)** .....

**Signature** .....

**Position** .....

**Date** .....

**\* Please attach a receipt for your season ticket.**