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| Department of Premier and Cabinet |
| Commuter Club Membership |

*This information is only used for the purposes for which it was collected by HR Shared Services. For further guidance regarding privacy policies please refer to your Department’s privacy guidelines.*

The Rail Club enables you to purchase a yearly Myki rail ticket DTF/DPC will pay the full cost of your ticket which you repay on a fortnightly basis via the payroll system. Please note that if purchasing a Myki you also enjoy the added benefit of a reduced rate.

To utilise this benefit, you are required to follow the instructions listed below.

1. To understand the terms and conditions under which you are applying for a yearly rail ticket please refer to Commuter Club link on the Intranet via link: <https://internal.dpc.vic.gov.au/node/674>
2. Complete and sign this form and forward to the HR Shared Services Unit

The price of the ticket is based on the amount paid to Transport Ticketing Authority for the ticket. The discount given on your yearly ticket is only applicable if the ticket is used for the full year**.** Tickets purchased prior to any fare increase will be charged the appropriate fare at that time.

In the event of earning no salary in any particular period, the amount which would have been deducted in that period shall be deducted from the next or subsequent payments of salary.

**In the event of resignation, retirement, death or cancellation of your ticket before the full twelve-month term of the ticket has expired; the Department will recoup from you any monies owing on the cancelled or retained ticket.**

Forms must be received by HR Shared Services by the 25th, 2 months prior to ticket commencement (e.g. return by June 25th for a ticket commencing in August).

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| **personal details** | | | |
| **Family Name:** | | **Given Name(s):** | |
| **Department:** | | **Group:** | |
| **Email address:** | | | |
| **Ticket Delivery Address:** | Post Office Box /House Number and Street:  Suburb or Town and State: :  Postcode:  Contact Telephone: | | |
| **Please Select:**   * I wish to apply for a new yearly Myki card * I would like to have my name printed on my card | | | |
| **Zone Required:** Zone 1/2 | | | |
| **Month Commencing:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Jan ❒ | Feb ❒ | Mar ❒ | Apr ❒ | May ❒ | June ❒ | | July ❒ | Aug ❒ | Sept ❒ | Oct ❒ | Nov ❒ | Dec ❒ | |  | | | | | | | | | |
| I wish to apply for a / renew my yearly Myki rail ticket through the Victorian Public Service (VPS) Rail Club and authorise regular fortnightly deductions from my pay to recoup the cost of my ticket.  **Employee’s Signature:** ……………………….………………………. **Date:** ………………………. | | | |
| **HR Shared SERVICES USE ONLY** | | | |
| Processed by: .......................... | | | Pay Period: .........../.............../........... |
| Please return to the HR Shared Services Unit:  [hr.shared.services@edumail.vic.gov.au](mailto:hr.shared.services@edumail.vic.gov.au)  Phone: 1800 039 411 | | | |