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| Department of Premier and Cabinet |
| V/Line Application |

*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 V/Line rail ticket. DPC/DTF will pay for the full cost of your ticket which you repay on a fortnightly basis via the payroll system.

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

1. Complete and sign this form and forward to HR Shared Services.
2. Once contacted by HR Shared Services collect the V/Line cheque and load it onto your Myki card at your nearest Ticketing Office.

The amount paid to Public Transport Victoria is based on the price of your ticket. V/Line ticket prices are subject to potential price changes in accordance to PTV pricing <http://ptv.vic.gov.au/tickets/regional-fares/>

**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.**

Participants who have held their card for more than two years but less than three should purchase a new card, rather than having a pass loaded to their existing card. This will ensure the card does not expire throughout the duration of their 365 day pass. Participants can check their card expiry date on a Myki machine, Myki check or via online account.

If your card is lost, stolen or damaged it is your responsibility to obtain a replacement card through Myki.  
  
Forms must be received by the HR Shared Services Unit by the 25th, 2 months prior to ticket commencement (e.g. return by June 25th for a ticket commencing in August).

Once you have received your V/Line cheque, please take this to your nearest Ticketing Office to load onto your registered Myki card. Please provide staff at the Ticketing Office with the following PTV contact details: Wayne Gordon on 9027 4603 or Janine Costello on 9027 4969 upon request.

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| **personal details** | |
| **Family Name:** | **Given Name(s):** |
| **Department:** | **Employee Number:** |
| Please Select:   * I wish to apply for a new yearly V/Line rail ticket * I have a registered Myki card in my name   15 digit Myki number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Myki Card Expiry date: \_ \_ / \_ \_ / \_ \_ \_ \_ | |
| Zone Required: V/Line ❒ Travelling - From: ………………………………… To: ……………………….………… | |
| Month Commencing:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Jan ❒ | Feb ❒ | Mar ❒ | Apr ❒ | May ❒ | June ❒ | | July ❒ | Aug ❒ | Sept ❒ | Oct ❒ | Nov ❒ | Dec ❒ | | |
| I wish to apply for a new V/Line 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 UNIT USE ONLY** | |
| Processed by: Pay Day: Peer Reviewed:  ❒ Myki card sighted and 15 Digit Myki card number confirmed ❒Check employee identification  ❒ V/Line Cheque Collected ❒ EEA deduction entered  I have picked up my V/Line cheque Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Please return to the HR Shared Services Unit:  [hr.shared.services@edumail.vic.gov.au](mailto:hr.shared.services@edumail.vic.gov.au)  Phone: DPC 1800 039 411 or DTF 9651 1000 | |