



UK Season Ticket Loan Application Form

Employee Name: _____ EIN: _____

To: **S&P Global Payroll Team**

I would like a loan for the sum of £_____. (Note: The amount cannot exceed £5,000)

I hereby agree that I will use the loan amount to pay solely for my annual travel costs (season ticket). I understand that I will receive the loan as 'loan payment' in the next available payroll.

I understand I am required to submit proof of purchase of the season ticket once it has been purchased by submitting a ticket through the mySolutions portal.

Please accept this note as authority to deduct the amount from my salary, in____ monthly instalments (maximum of 12). I understand that these deductions will commence from the first available pay run.

Please note that season ticket loan benefit is monitored by HMRC and should be used for the purchase of a season ticket only. Only one loan can be active at any one time.

I hereby authorise S&P Global to withhold from my final pay, or any other payment that may be made to me, any outstanding loan amount, in the event of me leaving the company for whatever the reason. I accept that if my final salary does not cover the full repayment of the outstanding balance of the loan, I will arrange re-payment of the loan to the company by other means. I note and accept that the company reserves the right to pursue legal action if the outstanding balance of the loan is not fully repaid.

Signature: _____ Date: _____

Once complete, please return this form by submitting a ticket via the [mySolutions](#) portal for processing.

Please note that incomplete forms will be returned and may cause delaying in processing of loan payment.