

To: Human Resources

Date:

Re: Health Club Subsidy

(1)

I confirm I am/ have become a member ofand attach details of the fees paid/ to be paid. I therefore claim my health club subsidy of £.....(maximum £400) for 12 months commencing from

(nb – payment of the subsidy will not be backdated more than one month) (if applicable) I also claim my one-off joining fee of £..... (maximum £150). I confirm I have not received a joining fee previously whilst at Stephenson Harwood.

Provided this form is received in HR by Friday lunchtime, payment will reach your bank account on the following Wednesday.

I accept that if I should leave the employment of Stephenson Harwood, then the unused portion of the subsidy will be deducted from my final salary payment.

Or

(2)

I confirm I would like to apply for Corporate membership at with effect from I therefore claim my health club subsidy of £400 for 12 months and authorise the balance of my subscriptions to be deducted via payroll.

I also claim my one-off joining fee. I confirm I have not received a joining fee previously whilst at Stephenson Harwood.

Name: _____

Signed: _____

Dated: _____

Received in Human Resources on

Approved

Sent to Accounts for payment by BACS on