

SANDWELL MBC CAR REGISTRATION TO CLAIM CAR ALLOWANCES

Employee Details			
Assignment No			
Surname		First Name	
Organisation			

This is the first time I have registered a vehicle to claim car allowances	
This is a change of vehicle	

Type of Allowance Payable (please tick appropriate box)			
Essential User		Casual User	

Vehicle Details			
Registration Number			
Make of Car		Model of car	
*Cubic Capacity		Date first used for official journeys	

***Cubic Capacity MUST be that shown on the registration document for your vehicle. Do not round the figure. If the registration document shows 998cc, this must be the figure inserted above.**

I certify that the above vehicle is used by me for official journeys on behalf of the Council and accordingly claim car allowances applicable to this category of vehicle.

I have read and understand the "Councils' Instructions to Claimants" booklet in respect of motor car allowance claims.

I undertake to notify the Council if I change the above vehicle by completing another Vehicle Registration form.

Signed by employee		Date	
Signature of Certifying Officer		Date	

Employee Services use only

Date Car details input		Signature	
Date car attached to employee record		Signature	
Date element set up		Signature	