

TaxSaver Commuter Ticket – Employee Checklist

From 1st November 2019 all new and renewal TaxSaver Tickets will be loaded on a Personalised Leap Card. The following are the steps for each employee to follow.

1. Employee to log into www.leapcard.ie and order a Personalised Leap Card. It must be a personalised card to allow a TaxSaver ticket to be applied. **Please allow 4/5 days to order and receive your card in the post.** There is a €10 cost but this will be credited to your card. You will also need to upload a photo with your application. **Note – Do not tick the box which states” Check this box if you want to add a ticket to the TFI Leap Card – as this will then request a product on the leap card site which is only the 10 journey ticket.** Your TaxSaver ticket will be applied by us here at Collins Coaches when we receive your application.
2. On receipt of your Personalised leap Card – Log back into www.leapcard.ie and register your card. This gives more security and will ensure that your card is protected against loss or theft.
3. Complete the TaxSaver Application form and ensure that you accurately record the number printed on the front of your Personalised Leap Card.
4. Email your application to info@collinscoaches.ie allowing a minimum of 2 weeks for processing.
5. A confirmation email will be sent to your employer confirming that TaxSaver Ticket has been successfully applied to your Personalised Leap Card. The Invoice for your TaxSaver ticket will be attached to this email for payment by your Employer.
6. When you present your Personalised Leap Card on the ticket machine on board our coach, your TaxSaver ticket will automatically load to your card. Please note that this can be completed at any stage (once it is 24 Hrs. after processing), however your ticket will not be valid until the start date of the TaxSaver product applied. For example you can download your ticket in October, and it will show on your card, however if it is due to start on 1st November, then the machine will not accept the card for that journey.

If you require any further detail please do not hesitate to contact us by email on info@collinscoaches.ie , or by phone 0429661631