

# Choices 2021

## Guide to Cycle to Work Scheme

- This benefit is provided by Cyclescheme.
- This scheme is a tax efficient way of obtaining a bike to use for cycling to work as part of the government's green transport policy and Amey's green agenda.
- At least 50% of the bike's usage must be used as all or part of your commute to work to keep the tax exemption.
- This scheme is for a hire agreement for 12 months.
- This benefit will save you Income Tax and National Insurance contributions.
- The Cycle to Work benefit is available anytime from the 1st – 15th of each month.
- The maximum value of the bike you can choose is £3,000.
- If you leave Amey for any reason, including TUPE, during the hire agreement you will be obliged to pay the remaining salary sacrifice amount in full from your net pay (without Income Tax or NI exemption).
- You will not be able to have this benefit if the value of hiring the bike reduces your salary to below the National Minimum Wage or National Living Wage. This includes the Apprentice Minimum Wage.
- Deductions will commence from the first of the following month from selection.
- You will not be able to pay off this benefit early unless you leave Amey.
- Once signed, the hire agreement is non-cancellable following a cooling off period of fourteen working days after receiving goods.
- You are responsible for insuring and looking after the bike, the hire payments will continue even if the bike is damaged or stolen, but this would be without the Income Tax and NI savings.
- The bike remains the property of Amey throughout the 12-month hire agreement.
- Cyclescheme work with local bike retailers, meaning that you can go to your local bike shop and choose a suitable bike. You then go back to the shop to collect the bike once you receive your certificate.
- There are two stages to this process and both must be completed to ensure you receive your certificate:

### Stage One:

- First, you will need to visit your local participating cycle provider to choose your bike (visit [www.cyclescheme.co.uk/retailers](http://www.cyclescheme.co.uk/retailers) for details).
- You will then need to apply for your Cyclescheme certificate - there is a link on the Choices page where you will be directed to the unique area of the Cyclescheme website to apply for the certificate.
- You will be asked to sign a hire agreement to confirm the salary deductions.

- You will receive an automated email from Cyclescheme to confirm your application. This is not your certificate.
- You will then need to enter the amount of your certificate on Self Service under Choices.

### Stage Two:

- Your hire agreement is sent through to the HR Team for approval.
- It is only approved as long as you meet the required criteria and Stage One has been completed.
- The certificate will usually be emailed to you once your application has been approved by Amey – please note that this can take a few days.
- The certificate is then redeemed in the bike shop for the bike package.
- At the end of the 12-month hire agreement, you may be offered the opportunity to continue to hire the bike for a small refundable deposit. Under the rules of the scheme this cannot be an automatic entitlement. Please see the Cyclescheme website for further information. Cyclescheme will contact you at the end of the hire to discuss further.
- Useful Websites:
  - End of hire: <https://help.cyclescheme.co.uk/article/42-what-is-an->
  - Scheme information:
    - [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)
    - <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim21667a>