

**cycl**elife  
cycle**2**work 

# Employer's Guide



Cycl**elife** cycle**2**work is a **RALEIGH** UK initiative

## **YOUR BENEFITS**

-  **Staff Welfare**
-  **Better Image**
-  **Less Congestion**
-  **Less petrol and parking claims**
-  **NI Savings**

Is a very flexible Cycle to Work programme, designed to bring a true hassle free benefit to both the company and staff.

Can accommodate any size of business. We have successfully worked with small employers as well as major organisations.

Aims to get more people cycling to work on a regular basis, encouraging a healthier lifestyle.





**cycletime**  
cycle2work 



## A GREAT WAY TO SAVE

Government legislation is allowing us to offer workplaces substantial savings on the cost of bikes and cycling gear.



## THE GREEN TRANSPORT PLAN

Cycle to Work is a scheme made possible by the Government's Green Transport Plan which has been set up specifically to promote the use of bikes as an alternative mode of transport.



## HOW DOES IT WORK?

Cycle to Work allows you to loan bikes and cycle equipment to your staff. Employees agree to a small 'salary sacrifice' over an agreed period which is made from their gross salary & crucially not their take home pay.

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## Employee Benefits

**UP TO 50%** off the retail cost of bikes and accessories and all thanks to one of the best government tax breaks ever.

### Total Flexibility

Employees can place their orders with any of the participating bike shops or shop online.

### Easy Payment

Employees pay for the bike through a small salary sacrifice so they won't feel it in their pocket!  
You get the full cost of the bikes back so it doesn't cost your business anything!

## How It Works

You decide when the scheme will run



Employees choose their bike when  
the scheme is open



When the scheme closes the company  
pays for the bikes






We take care of all the paperwork  
(agreements; payroll schedules; etc)



Employees start paying for their bikes  
from their next salary

## The Savings

How much the employees save will depend on:

-  How much income tax and National Insurance they pay
-  How you (as their employer) pay for the bikes
-  If you (as their employer) can reclaim VAT

There are two ways in which you can pay:

Cash Option – you make a single payment

Finance Option – you pay for the bikes over the period

To see how much you can save simply use our calculator

## Cash Option

### Bike Costing £1000 (Incl VAT)

An Employee paying basic rate tax should save	<b>41%</b> <b>£412.77</b>
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An Employee paying higher rate tax should save	<b>50%</b> <b>£497.87</b>
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The savings we quote are for guideline purposes only.

## Finance Option

### Bike Costing £1000 (Incl VAT)

An Employee paying basic rate tax should save	<b>32%</b> <b>£319.96</b>
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An Employee paying higher rate tax should save	<b>42%</b> <b>£418.60</b>
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The savings we quote are for guideline purposes only.

**Assumptions:**

- A basic rate taxpayer pays 20% tax & 11% National Insurance
- A higher rate taxpayer pays 40% tax & 1% National Insurance
- The employer can reclaim VAT

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## Your Next Step

To tell us you're interested in running  
*Cyclelife cycle2work* scheme simply  
complete and return our registration form  
or contact us  
by phone on 0844 811 6078  
or e-mail [info@cyclelife-c2w.com](mailto:info@cyclelife-c2w.com)

**DON'T WAIT!**  
SIGN UP FOR

**cycl**elife  
cycle**2**work 

**TODAY!**



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