Are you considering a healthier, more sustainable way of travelling? If so then the Surrey Extra cycle to work scheme may be just what you are looking for! You can sign up for the Salary Sacrifice Cycle to Work Scheme at any time, which is run by Green Commute Initiative (GCI) in partnership with our employee benefits provider My Staff Shop.

Staff can apply online at www.surreyextra.co.uk (you will need to register on surrey extra) and navigate to ‘My Cycle to work’.

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The Cycle to work scheme is a government approved scheme that allows you to hire a bicycle and safety equipment from your employer for the purpose of commuting to and from work and for use at weekends and evenings. You can order your bicycle from any participating local retailer (search for local cycle shop near you on the website). The bicycle you hire will be provided at up to 42% less than the usual cost you would pay if you are a higher rate taxpayer or 32% if you are a lower rate taxpayer.

**How does the scheme work?**

This is a salary sacrifice scheme which means you give up your right to receive part of your pay in return for a non-cash benefit provided by the Council, in this case the benefit is the loan of a bicycle and related equipment. You agree with your employer that each month your gross salary will be reduced in return for the use of the bicycle and safety equipment you use for commuting. Because your gross salary is reduced you’ll save whatever rate of tax and NI you would normally pay.

**Maximum value:**

You can choose a bicycle (and accessories) **up to the value of £3,000** from a list of local cycle retailers provided to you by Green Commute Initiative (GCI) (via Surrey Extra website) and the value is spread across a period of 12 months.

The Surrey Extra website provides a calculator to help you work out the savings. Exactly how much you save depends on various factors, including your salary i.e. how much tax and National Insurance you pay, other pre-tax deductions and the value of the bicycle you buy.

A summary of advice when considering a salary sacrifice is available from HM Revenue & Customs (https://www.moneyadviceservice.org.uk/en/articles/salary-sacrifice-schemes)

After twelve months, the GCI team will contact you to discuss transfer options at the end of the scheme period.

**Can I choose a bicycle of higher value than the maximum?**

No. For this salary sacrifice scheme, you cannot choose a bicycle with a full value over £3,000. As per HMRC regulations, you cannot use the scheme to part purchase of a bicycle of a value over the maximum of £3000 (where you top up the full price with a second payment directly to the cycle retailer).

**Who is eligible?**

The scheme is open to all staff working for Surrey County Council. This also includes employees who work in Foundation and Academy schools whose governing body has agreed to join the MyBenefits scheme.

GCI is governed by HMRC rules. In order to receive the Tax benefits resulting from a salary sacrifice arrangement you need to be a UK taxpayer, who can benefit from the Tax efficiencies of the scheme.

**When can I apply?**

You can apply at any time throughout the year.

**How do I apply?**

You can apply from the My Cycle to work section of the Surrey Extra portal (you need to be a registered user of the portal).

If you are not already a registered user of the Surrey Extra website, all you need to register is your payroll number (shown on your payslip as Personnel number on the top left) and date of birth.

Step 1. Go to www.surreyextra.co.uk/activate
Step 2. Enter your primary payroll number and date of birth
Step 3. Read and accept the terms and conditions and privacy notice
Step 4. Click ‘Activate’ to start registration
Step 5. Complete your profile and create a password
Following eligibility checks, you will receive an email within 7 days to confirm that you have full access to the scheme and can start saving.

First go to ‘My Cycle to work’ to look up local approved bicycle shops in your area. Visit your chosen store and get a written quote for the bicycle and safety equipment you wish to obtain.

When you have your quote you need to enter your personal details and the bicycle and safety equipment details on the website. For this, select the Apply Now in the My Cycle to work section of Surrey Extra portal.

The Council’s Employee Services will check your eligibility and after eligibility is confirmed, the employee will sign an online Hire and Salary Sacrifice Agreement at this time. A Collection Voucher will be sent to your email address. In all, this process can take up to a week. Salary sacrifice then commences over the 12 month hire period, commencing from the next available payday.

Can I choose any bike?
As long as the store you choose to visit either stocks or can order the bicycle you want then you are not limited to any particular make or model, therefore you can choose the best bicycle that suits your needs and budget. Remember that the bicycle value cannot exceed the maximum of £3,000.

What can I include as cycling accessories?
Cyclists’ safety equipment is not defined in the Cycle to Work legislation and a common sense approach should be taken when deciding what falls within this description. Examples of items that count as cyclists’ safety equipment include:

- cycle helmets which conform to European standard EN 1078
- bells, bulb horns and lights including dynamo packs
- child safety seats
- reflective clothing along with white front reflectors and spoke reflectors

What can’t I include as cycling accessories?
Cyclists’ safety equipment is not defined in the Cycle to Work legislation and a common sense approach should be taken when deciding what falls within this description. Examples of items that do not count as cyclists’ safety equipment include:

- cycle computer, GPS system
- camera
- waterproof clothing that is not reflective clothing
- cycle training

What can I use the bike for?
To qualify for this Cycle to Work tax and national insurance exemption, the bicycle must be mainly used for getting to work. This can include journeys that are completed only partly on a bicycle, for example, employees may cycle to a pick-up point and complete the journey by other means (i.e.: train, bus or car). It can also include journeys between workplaces or between the workplace and local shops and amenities. Other use of the cycle, for instance pleasure use is also ok, provided that the other use is not the main use of the bicycle.

How many times a week do I have to use my bike for work?
The bicycle hired through the scheme is provided on the basis that you intend to make at least 50% of your trips or part trips to work using the bicycle. However, there is no requirement for you to specify what days/months of the year you will do this or record trips. N.B. you may also use the bicycle for leisure and weekends and whilst you are on holiday.
Will I need to keep detailed records of my “main use” journeys?
No – You will not be expected to keep detailed records of time spent cycling or miles travelled for the purpose of this ‘main use’ test unless there is clear evidence to suggest that less than half of the use of the cycle or equipment is on qualifying journeys.

Will my pension & other State Benefits be affected?
Most pension schemes will continue to calculate your pension contributions on your original gross salary. Other benefits such as statutory sick pay and job seekers allowance are again unlikely to be affected.

What happens if the bike gets stolen, lost or damaged before the end of the agreement?
It is important that you make suitable provision to safeguard the bicycle. You may take a specialist policy (some are available from the Surrey Extra portal) but it is often easier to add the bicycle to your usual household policy. If the bicycle is stolen, lost or damaged, your salary sacrifice will continue until the end of the agreement. GCI will terminate the hire agreement and you won't owe GCI anything.

Do I need to maintain the bike myself?
You are responsible for maintaining the bicycle for your own use. Your local store will be able to advise you about the necessary servicing depending on how you use your bicycle.

What happens if I go on unpaid leave?
During approved unpaid leave such as extended Maternity leave or a career break the salary sacrifice is likely to be suspended by your employer until you return to work and full pay resumes. The hire will continue.

What happens if I leave my job before I've finished paying for my bike?
Under the terms of the salary sacrifice agreement you will agree to settle all outstanding monies before you leave. The outstanding balance will be deducted from your final net salary payment, after tax and national insurance contributions.

Using the bicycle for business travel
In accordance with HMRC rules a bicycle purchased through the scheme should get most of its use for commuter/ business travel journeys, but there is absolutely no obligation to cycle to work every day. During the hire period you cannot claim the bicycle 20p per mile mileage rate.

Will the cycle to work scheme affect my Tax credits?
Most staff will benefit from joining the scheme. Current advice suggests that cycle schemes are unlikely to affect Child Tax Credits. If you are in receipt of Working Tax Credits due to a lower household income then this may cancel out any benefit you gain from the scheme. As everybody's circumstances are different we recommend you contact the Inland Revenue on 0845 300 3900 if you are unsure.

What are the benefits of participating in the scheme?
• You can save up to 42% in Tax and National Insurance*
• You pay monthly and so can spread the cost
• You can choose from any make or model available from a range of local cycle shops
• You can improve your health and fitness along with reducing your carbon footprint.

What value of bicycle can I choose?
You can choose to take between £100 and £3,000.

When deciding on a bicycle value it's important to consider carefully the amount you can afford and the type of bicycle that best suits your needs. Please decide on a bicycle with one of the approved cycle shop and get a written quote.
Once you have chosen your value, completed the hire agreement and received your Collection Voucher you will not be able to increase or decrease the amount you have chosen.

**Can I use the scheme to get a bike for a family member, partner or friend?**
No - the bicycle must be used by you and mainly for the purpose of commuting to work. However the bicycle can be used in leisure time so you may use the bicycle in your free time to cycle with friends and family.

**Can I apply for more than one bike?**
Yes you can apply for a maximum of two bicycles, providing that you use both for commuting to and from work.

**What happens at the end of the twelve month hire period?**
The council transferred the administration of the cycle scheme to GCI. Consumer Credit Act and HMRC rules mean that GCI will own the bicycle during the entire hire and extended loan periods. GCI will contact you before the end of the scheme to detail your options which include:

- **Extending the hire period** (free of charge). After 5 years (6 including the original hire) ownership of the bicycle can be transferred to you for just £1. If the original purchase price was less than £500, this can be actioned after just 4 years (5 including the original hire).
- **Taking ownership via HMRC matrix** – see details under [https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim21667a](https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim21667a)
- **Returning the Bike** – if you decide not to keep the bike GCI will arrange for it to be donated to a local charity or bike recycling project. There is no charge for this.

**Other information to be made aware of:**
No guarantee of offer of ownership can be given to employees at any point before or during the hire period.

**What happens if I do not want to keep the bicycle at the end of the agreement?**
If you do not want to keep the bicycle, GCI can arrange for its collection and disposal. GCI would donate it to a local charity or bike recycling project.

**Is there cycle training available?**
Surrey County Council provides cycle training.

Whether you are a complete beginner, need to brush up on old skills, want to be more confident on busier roads, would like to be more comfortable cycling as a family - no matter what your age and where you live, Surrey County Council can provide the training you need. Just go to [https://www.travelsmartsurrey.info/cycling/training](https://www.travelsmartsurrey.info/cycling/training) for more information or you can call 03456 009009 and ask for 'cycle training'.

Surrey cycle training is a Bikeability provider and is registered with the national Cycle Training Standards Board. The instructors are fully accredited with enhanced CRB / DBS clearance.

You can train for a certificate at one of the three Bikeability skill levels; or you can have a bespoke training to fill a particular requirement.

Surrey training charge only to cover the costs. If you live or cycle in one of the Travel SMART towns in Surrey, you can receive subsidised training. It’s important to note that training costs cannot be included in your salary sacrifice agreement and must be paid directly by you.
Can I cancel my application once I have applied?
The cooling off period is normally 14 days or until you collect the bicycle, whichever is sooner; and within this period of applying you can switch schemes or cancel. Once you have applied and past the 14 days cooling period or collected the bicycle, the Hire Agreement is legally binding and cannot be cancelled.

Can I amend the amount once I have applied?
The cooling off period is normally 14 days and within this period of applying you can alter the amount in some instances. Once you have applied and past the 14 days cooling period the Hire Agreement is legally binding and the amount cannot be altered. You can still purchase the bike with the voucher as long as it does not exceed the voucher amount and pay for any accessories via a separate purchase between you and the cycle shop.

Disclaimer
Please be aware that this “government sponsored scheme” and is subject to change by HMRC at any time. You must ensure that you are completely satisfied with the terms and conditions of the scheme before you commit into the contract. All information relating to HMRC is correct at date of publication.

Find out more
You can contact GCI Surrey Support:
   email: surrey@greencommuteinitiative.uk
   Support line telephone: 020 3740 1836

You can also contact Surrey County Council’s My Helpdesk HR:
   email: myhelpdeskhr@surreycc.gov.uk
   telephone: 020 8541 9000