

Frequently asked questions



How does it work?

How can I save through Cycle2Work?

Cycle2Work is a great employee benefit which offers the most cost-effective way to get new cycling equipment. Cycle2Work is an employee benefit which is operated as a salary sacrifice, meaning you agree to give up some of your gross salary (before tax) in exchange for a benefit e.g. a new bike and accessories. By having a salary sacrifice, you are reducing the amount of income you pay tax and National Insurance on which is where the savings are made. The amount you can save is dependent on the tax bracket you are in. The latest tax rates can be seen on the Government website. 20% taxpayers can save 30% and 40% taxpayers can save 42%. Use our Savings Calculator to work out exactly how much you will pay monthly – and how big your savings are!

Do I have to cycle to work every day?

In short, no! The government guidelines state that you should use your bike and accessories for commuting for at least 50% of its usage. However, you do not have to log your bikes mileage and we thoroughly encourage you to use your bike in your spare time.

I already own a bike- can I apply?

Of course! You may want to get a whole new upgrade, or a second bicycle for a different season or terrain. Just want accessories. Using the Cycle2Work scheme for accessories only is a very popular option for employees who already own a bicycle and just want to upgrade their equipment.

Will this affect my other employee benefits?

This is very unlikely, however every company and employee is different so please speak to your employer for more advice.

Application

How do I apply?

To make a Cycle2Work application, visit your benefits platform and find your Cycle to Work tile. After completing your application you'll then receive an email with a link to verify your email address and complete your application. Your application will be sent off to your employer, and once approved, you'll receive your Letter of Collection by email.



When can I apply and how much can I apply for?

To find out more details about your cycle to work scheme simply visit your benefits platform.

How do I know how much to apply for?

We recommend finding your perfect bike and accessories before applying so you know exactly what amount to apply for. This way you won't apply for too much or too little – this is really important to get right because you cannot amend your application once you have been approved.

Can I amend my application once I've applied?

Technically once you have submitted your application, you are unable to amend it. What you can do in some cases is cancel your application and reapply for your new amount – however this is not always possible, so we advise that you ask your employer for their cancellation terms and conditions!

Can I apply more than once?

As long as you don't exceed the maximum limit you can certainly apply more than once – providing the deductions from your payslip don't take you below the National Minimum/Living Wage. For example, if your scheme's limit is £1000 and you've applied for £500, you could technically apply for another £500 if you decide you want to make more savings.

End of hire

What happens at the end of the initial hire period?

When your hire period is coming to an end, the Cycle2Work team will contact you via email and present the three post hire period options below for you to choose from

1. **Zero Cost Extended Hire** This allows you to opt into an extended rental agreement at NO additional cost. Your hire agreement is extended but you have nothing else to pay. At the end of the extended hire agreement (usually 4-5 years the ownership will be automatically transferred to you
2. **Take Immediate Ownership** This allows you to pay the HMRC Fair Market Value (usually 18% or 25% of the original value) and then the bike is yours!
3. **Return the goods to any Halfords store** You also have the option to return the bike to any Halfords store at the end of the initial hire term

Are there any additional benefits?

Of course! when you enrol onto the Cycle2Work scheme, you will have access to the following benefits

- 10% off cycling essentials at Halfords for 12 months
- Unlimited lifetime safety check on all cycles obtained through
- The scheme Lifetime Guarantee on Halfords brand cycles
- 14 days free cycle insurance.

Responsibilities

What happens if my bike gets damaged or stolen?

Looking after your bike is your responsibility, however, to make this a whole lot easier we offer all of our members 14 days free insurance on bikes purchased from Halfords. This insurance is NOT applied automatically, and you must activate it here. Please note, if your bike is damaged or stolen and you do not have insurance, your payments will continue regardless.

Can I use Cycle2Work to get a bike for someone else?

No, the items that you select must be for yourself.

Who is responsible for the Maintenance of the bike?

You as the customer are responsible for the maintenance of your bike to ensure it is usable to commute to work.

What if I leave my company within the hire agreement?

We completely understand that life can be unpredictable. If you were to leave your company or be made redundant in your hire period, the remaining gross balance would simply be deducted from your last payslip.

