

pluxee

Employee
**Cycle2Work
Application
Guide**

February 2024



Introduction

Welcome to Cycle to Work by Pluxee in partnership with Cycle2Work.

We think its great that you have decided to get a bike through the Cycle to Work scheme. Cycling comes with a number of great benefits, not only helping you to live a healthier lifestyle, saving on the cost of commuting and traveling but also in helping the world to become a greener place!

The following pages will help you on your journey to applying for your Letter of Collection which you can use to redeem at any Halfords store, Tredz online and hundreds of local independent bike shops.

Our online portal enables you to manage key aspects of your Pluxee account, however we are here to help you, **so please call us if you have any questions about your application: 01908 303498**



First Time Applying?

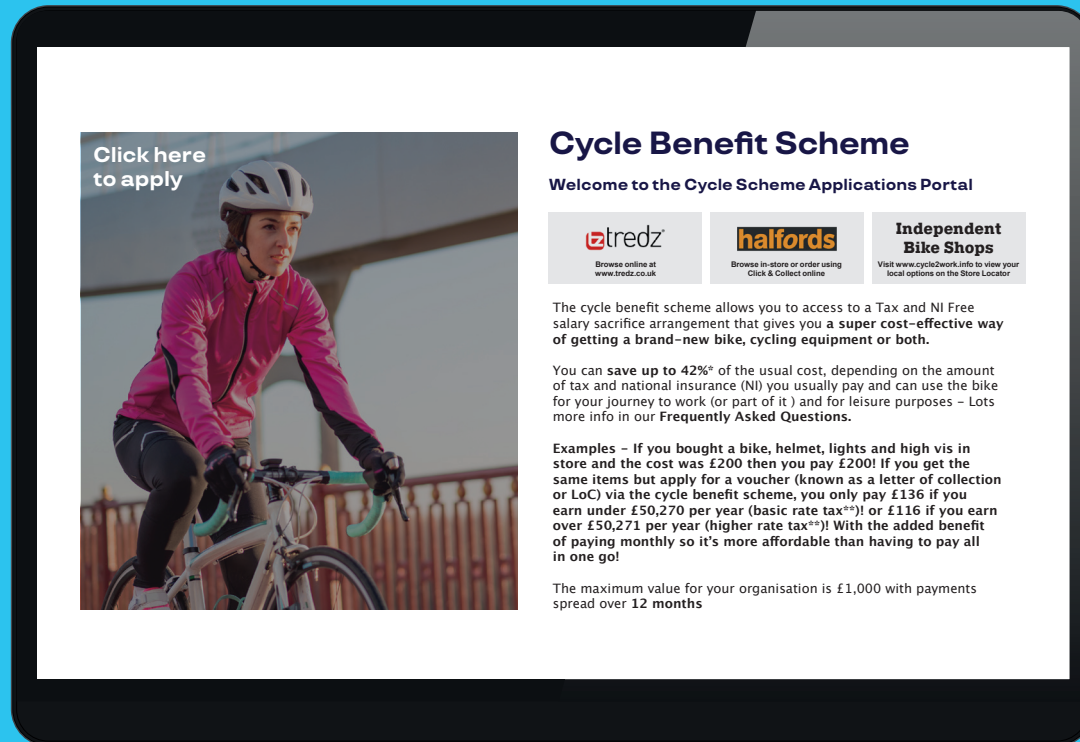
If this is your first time applying for the cycle to work scheme, please read the information on the page regarding where you can buy a bike and the FAQ document found at the bottom of the page.

When you are ready, click the **'Apply'** button, enter the required information and click **'Create Account'**.

Please note, your password must be at least **8 characters long**. It must have at least 1 upper case letter, 1 lower case letter, 1 number and 1 special character from the following: @ ! % * ? & \$.

You will now receive an email to confirm your registration, copy the **'Key Code'** from this email and click the **'Set My Password'** and follow the password reset instructions.

You have now registered and can go ahead and apply for your bike.



The screenshot shows a webpage titled "Cycle Benefit Scheme" with a sub-header "Welcome to the Cycle Scheme Applications Portal". On the left, there is a photo of a woman in a pink jacket and helmet riding a bicycle, with a "Click here to apply" link. Below the photo are three logos: "tredz" (Browse online at www.tredz.co.uk), "halfords" (Browse in-store or order using Click & Collect online), and "Independent Bike Shops" (Visit www.cycle2work.info to view your local options on the Store Locator). The main text explains the scheme, its benefits (up to 42% off), and provides examples of how it works. It also states the maximum value for an organization is £1,000 with payments spread over 12 months.

Click here to apply

Cycle Benefit Scheme

Welcome to the Cycle Scheme Applications Portal

tredz
Browse online at
www.tredz.co.uk

halfords
Browse in-store or order using
Click & Collect online

Independent Bike Shops
Visit www.cycle2work.info to view your
local options on the Store Locator

The cycle benefit scheme allows you to access to a Tax and NI Free salary sacrifice arrangement that gives you a **super cost-effective way of getting a brand-new bike, cycling equipment or both.**

You can **save up to 42%** of the usual cost, depending on the amount of tax and national insurance (NI) you usually pay and can use the bike for your journey to work (or part of it) and for leisure purposes – Lots more info in our **Frequently Asked Questions**.

Examples – If you bought a bike, helmet, lights and high vis in store and the cost was £200 then you pay £200! If you get the same items but apply for a voucher (known as a letter of collection or LoC) via the cycle benefit scheme, you only pay £136 if you earn under £50,270 per year (basic rate tax*) or £116 if you earn over £50,271 per year (higher rate tax***)! With the added benefit of paying monthly so it's more affordable than having to pay all in one go!**

The maximum value for your organisation is £1,000 with payments spread over **12 months**

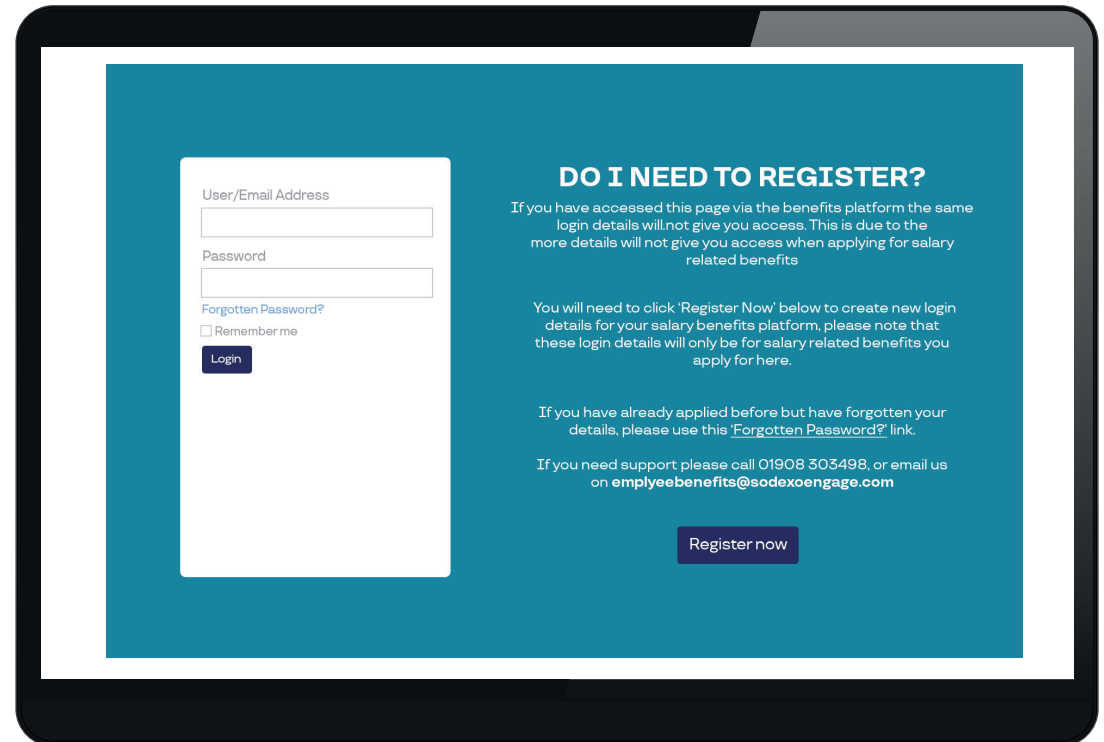
Already Registered?

Click on **'Apply'** and enter your log in details as requested.

If you have forgotten your username or password, please follow the on-screen instructions to be reminded of these.

Tick to agree to the terms and conditions as well as confirming you have read and understood the Pre-Contract Information. Then click **Login**.

Please ensure you thoroughly read the cycle to work Pre-Contract Information before completing your application. After the 14 day cancellation period, the contract is none cancellable and legally binding. Further details of cancellations can be found in the Pre-Contract Information document and the Hire Agreement.



About You

Application Details

Tell us who you work for

Payroll *

Demonstration

Payroll Department *

Demonstration 1

Payment Interval *

Monthly

Gross pay amount per payment interval above *

2000.00

Weekly Hours *

37.00

Contract Status *

Full Time

Employment Status *

Permanent

I agree with the [Terms and Conditions](#)

I have read and understood the [Pre-Contract Information](#)

By applying for this Salary Deduct programme, I understand that in order to be able to provide the services, Pluxee UK Limited will be sharing the personal data, or a portion thereof, that I provide in my application on the platform with my employer or if relevant, the third party supplier.

Can we keep in touch?

Never miss an offer! We'd love to send you info on our services, exclusive offers and the latest promotions. Your personal details are safe with us – we'll never sell them to other companies for marketing purposes. If you want to know more about how we process your data [click here](#) to check out our privacy policy

Yes please, keep me up-to-date with your offers and services via email

Save & Continue

As part of the application you will be asked to enter information about your salary, working hours and tax code.

You can find this information on your payslip.

Simply enter all the information requested in the relevant sections and click '**Save and Continue**' at the bottom.

Voucher Amount

Select your voucher amount and agree to the Hire Agreement T&C's:

- 1 Select your voucher** amount from the drop down – the highest amount shown is the maximum you can apply for without taking you below NMW.
- 2 Read through** the on screen pre-contract and Hire Agreement T&C's
- 3 Tick to accept the agreement** at the bottom of the page.

Please remember, you have 14 day's to cancel your application, after this time the contract is none cancellable and legally binding.

How much would you like to spend?

Select Amount

-Select-

Your Savings

Total cost after savings: £0.00

Gross monthly deduction: £0.00

Net cost per month: £0.00

Please note: These calculations are for illustrative purposes only. If you are happy with your voucher selection, please click confirm to proceed.

PRE-HIRE AGREEMENT INFORMATION

HIRE AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974

Hire Agreement between:

1. The Customer (You the employee)
2. The Hirer: Halfords Limited (trading as Cycle2Work) Company No 00103161 whose registered office is at Icknield Washford West, Redditch, Worcestershire B98 0DE (the "Hirer" or "we").

Key Financial Information

I can confirm I accept the Partner Hire Agreement Terms and Condition

Confirm

Sign the Salary Sacrifice Agreement

Read and check the details in the salary sacrifice agreement, then electronically sign the agreement.

Your Salary Sacrifice Agreement

Please sign your agreement by ticking the box and clicking on the button at the bottom of the screen.

You may need to scroll down to see the button

13 February 2024

Dear Charlotte Christie

In order to complete your Cycle2Work application, **Demonstration Client** requires you to join its salary sacrifice scheme. It is important that you understand the nature of this scheme before entering into it.

The scheme involves you voluntarily taking a reduction in your gross salary in exchange for a Letter of Collection which is redeemable against your choice of bicycle and/or cycling safety accessories.

Please be advised that as a result of this scheme, your terms and conditions of employment will change, but only to the extent that your gross salary will be reduced, and a new benefit introduced. As salary sacrifice reduces gross salary, this may affect other benefits calculated on your actual earnings. If you would like more detail on this, please refer to HMRC's website regarding salary sacrifice at <https://www.gov.uk/guidance/salary-sacrifice-and-the-effects-on-pay>.

Please note that should you cease to be employed by **Demonstration Client** during the term of the salary sacrifice arrangement, you will be required to pay the outstanding amount and such amount shall be deducted from your remaining net salary payment(s) or paid directly by you to your Employer where the outstanding amount exceeds net salary payment(s).

If you are happy with this arrangement, you will find below a letter which you are required to tick the appropriate section and confirm your agreement to the salary sacrifice scheme.

Yours sincerely,

Demonstration Client

13 February 2024

From: Charlotte Christie

Dear Demonstration Client

I hereby renounce my entitlement to **£1,000.00** of my gross basic salary, to be collected over a **12** month period, at a gross monthly amount of **£83.33** with effect from the date that I am in receipt of my Letter of Collection from Cycle2Work.

I acknowledge and agree that if my employment with **Demonstration Client** ceases for any reason during the **12** month period, I will be required to pay the outstanding balance owing to my Employer. I agree that the outstanding balance will be collected by my Employer from any remaining net salary payment(s). Should this not be possible for any reason, or the outstanding balance exceed any remaining net salary payment(s), I will pay any outstanding balance within **14** days of my employment ceasing.

I acknowledge that this salary sacrifice agreement represents changes to the terms and conditions of my employment, and I confirm that I have read and understood the materials supplied to me explaining the nature of the changes and the potential issues.

I confirm my agreement by way of ticking the box below:

Charlotte Christie

5:16

What happens next?

[Click here to sign your agreement](#)



Thank you!

Thank you for your application.

Please check your email / spam folders for your electronically signed contract.

Application complete

Your application is complete and has been sent to your employer for approval.

You will receive an email with copies of your signed agreements.

You will receive an email once your application is approved and has been exported to **Cycle2Work** for processing.



Thank you!

If you need help or support with your application, please call 01908 303498 or email and our friendly customer care team are on hand to help: employeebenefits@sodexoengage.com

Choose Pluxee.

www.pluxee.uk