



MAKE BIG SAVINGS ON THE CYCLE-TO-WORK SCHEME

Green Commute Initiative is an industry-leading Cycle to Work Scheme provider. Offered as an employee benefit, the scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.



THE COMMUTER WALLET FROM GCI

Not 100% sure of which bike you want or do you want to use more than one retailer? Perhaps your employer has a selection window which doesn't fall at the right time for you? Then, worry no more; GCI's Commuter Wallet is our flexible solution for you.

The Commuter Wallet has been developed with complete flexibility in mind and designed to make the journey to getting your new bike easy and stress-free.

The premise is simple. If you don't know exactly what you want or which retailer to use, then simply apply for a Commuter Wallet with an amount that gives you the freedom to confirm your choices further down the line.

For example, if you know you'd like to spend around £3000 on a new bike and approximately £100 on accessories, apply for a Commuter Wallet worth £3,100. If the bike ends up being cheaper, then you'll have more money to spend on your accessories. However, if the bike ends up costing a little more, you can use the full wallet value on the bike and use your own money to buy the accessories.

You can spend the whole amount in one go or you can spend some straight away and the rest at another time of year when you may want different accessories, such as waterproof clothing and better lights. It's all about choices and giving you the time to make them.





How to use the Commuter Wallet

Step 1 – applying for a Commuter Wallet

- Employee applies in the usual way, selecting Commuter Wallet & choosing a value, and the employer authorises it. This is the only part of the process which requires employer approval.
- Employee signs a Salary Sacrifice Agreement for the Commuter Wallet and GCI issues a login for the GCI portal. Please note that Commuter Wallets cannot be cancelled or changed.

Step 2 – creating Collection Vouchers

- Employee logs onto the GCI portal to access their Commuter Wallet. Within the portal, the employee creates orders for Collection Voucher(s), and views the remaining balance. The employee should still leave a refundable deposit to secure the goods prior to ordering their Collection Vouchers.
- Each Collection Voucher order will have a GCI Hire Agreement associated with it and once signed, the voucher is issued immediately - there is no need to wait for employer approval. Each order is subject to a minimum value of £10. If an order is cancelled or amended, the Salary Sacrifice Agreement is not affected as its for the original wallet value.

Step 3 – closing the Commuter Wallet

- Commuter Wallets expire after three years. During the three-year period, the employee will receive regular reminder emails to use up any remaining credit.
- After three years, the employee will be invited to select a charity to donate the residual balance to. If no selection is made, one will be randomly selected.

EXAMPLE SAVINGS

| BASIC RATE TAXPAYER | |
|------------------------------|--------|
| Bike price | £2,000 |
| Net monthly cost (24 months) | £60 |
| You save 28% | £560 |

| HIGHER RATE TAXPAYER | |
|------------------------------|--------|
| Bike price | £3,500 |
| Net monthly cost (24 months) | £85 |
| You save 42% | £1,470 |

Green Commute Initiative is a not-for-profit social enterprise



SOME COMMON QUESTIONS ANSWERED

Q. What is the Cycle to Work Scheme?

The UK Government introduced the Cycle to Work Scheme in 1999. Put simply, it gives access to tax savings on cycles used for commuting. The scheme allows you to take the cost of hiring a cycle and accessories directly from your gross salary, before you have paid any income tax or national insurance. This is known as salary sacrifice and it means you can save between 28% to 47% on a new bike. Repayments are taken automatically by your employer (shown on your pay slip) and can be spread over a number of months to make it a very manageable expenditure.

Q. Why am I hiring the bike?

If you own the bike, then HMRC would deem it to be an employee benefit and subject to tax which would wipe out any savings you made. The scheme is based on a hire arrangement so that no tax is applicable. GCI's hire period is for three months. The Hire Agreement is between you and GCI who will own the bike. If you leave your employer, they will have no claim on the bike.

Q. When will I own the bike?

When the three month hire ends, GCI will offer you a free of charge extended loan agreement to take the bike to six years old, after which ownership will be passed to you for a nominal £1 charge. You won't need to pay tax under this arrangement. If you wish to take ownership before the bike reaches six years old, this can be arranged and GCI will advise you of the tax due to HMRC.

Q. How can I manage my Commuter Wallet?

The Commuter Wallet comes with your own personal account and you'll be able to see the initial wallet value, the Collection Vouchers ordered, and the remaining balance.

Q. Is the wallet still a single application?

Yes, you'll sign a Salary Sacrifice Agreement when you make your initial Commuter Wallet application. For each Collection Voucher order, you'll need to sign a Hire Agreement as this has the specific details of items you have ordered.

Q. Is there a limit on how many times I can use the Commuter Wallet?

No. You can use the wallet to order as many Collection Vouchers as you wish, until the wallet is completely spent or there is a balance of less than £10 remaining. Remember, there is a minimum order value of £10.

Q. How do I find out what my Commuter Wallet balance is?

Your account will always show the initial wallet amount, the deducted amount(s), and the remaining balance.

Q. How long is the Commuter Wallet valid for?

The wallet expires after three years.

Q. If I don't spend the full amount, can I get a refund of the remaining balance?

No. As you have entered into a Salary Sacrifice Agreement with your employer, you are committed to the amount you selected when you applied. It's important to select the correct amount and then to fully spend it. You will be able to donate to charity any monies you are unable to spend.



Can QR code for a full list of frequently asked questions.



POWER AWAY ON AN E BIKE

With an ebike you can sail over hills and cruise long distances, all because of the battery. This powers the bike, when you want it to, so whenever you feel cycling is taking too much effort, activate the power and away you go. Ebikes are great for commuting; cycle in your business attire without getting hot & sweaty and arrive feeling energised. We call it the ebike smile. Once you've been on an ebike, you'll never look back! Ebikes are the future of commuter travel.

