



# GREEN COMMUTE INITIATIVE

---

The UK's industry leading C2W provider

[WWW.GREENCOMMUTEINITIATIVE.UK](http://WWW.GREENCOMMUTEINITIATIVE.UK)



# “Hello”



## Framework Agreement Supplier

Crown Commercial  
Services

NHS Shared Business  
Services

Green Commute Initiative (GCI) is the UK's industry-leading cycle to work scheme with no £1,000 limit. Established in 2016, GCI's vision is to get commuters out of cars and onto any kind of bike, with the dual purpose of improving both the individual's health and wellbeing, as well as reducing the environmental impact of pollution and congestion from cars.

As a not-for-profit social enterprise, we put our efforts into getting more commuters cycling and supporting independent bike shops. We are passionate about ebikes, and believe they are the future of commuter travel.

Green Commute Initiative is HMRC compliant and FCA authorised and regulated for Consumer Hire. In addition, GCI has ISO-27001 and ISO-9001 certification. You can find GCI on public sector framework agreements.



# Benefits For all



## Benefits for employees

- Save between 28% – 47%
- Any bike, any price (no £1,000 limit)
- Electric, cargo, conventional, adapted or specialist
- Accessories and clothing allowed
- Parts/accessories-only orders permitted
- No end-of-scheme fees
- Own the bike at the end of the scheme
- Save money by not using a car or public transport
- No car parking worries
- Enjoy using the bike at weekends too
- Avoid traffic congestion

## Benefits for the environment

- Reduce air pollution and its climate impact
- Reduce rates of asthma and other lung related illnesses
- Help make the planet a better place to live

## Benefits for employers

- Inclusive scheme for all employees regardless of any disability or mobility issues
- Save up to 15% on reduced employer's NICs
- Minimal admin, all electronic to speed up process
- Third party finance is available to ease cash-flow
- Support employee's health and fitness goals
- Improve staff retention
- Reduce sickness absence
- Create a happier workplace
- Ease congestion in your local area
- Improve your employee benefits package
- Enhance your corporate social responsibility
- Reduce your Scope 3 emissions

## Ebikes – The future of commuting

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 better for the environment and great for commuting; cycle in your business attire without getting hot & sweaty and arrive at work on time, feeling energised, and not stressed from the commute. Ebikes are perfect for those new to cycling and want to build their confidence.

We call it the ebike smile. Once you've been on an ebike, you'll never look back!



# Employer Information

## Why no £1,000 limit

GCI is authorised by the Financial Conduct Authority for Consumer Hire so we can hire any value directly to the employee.

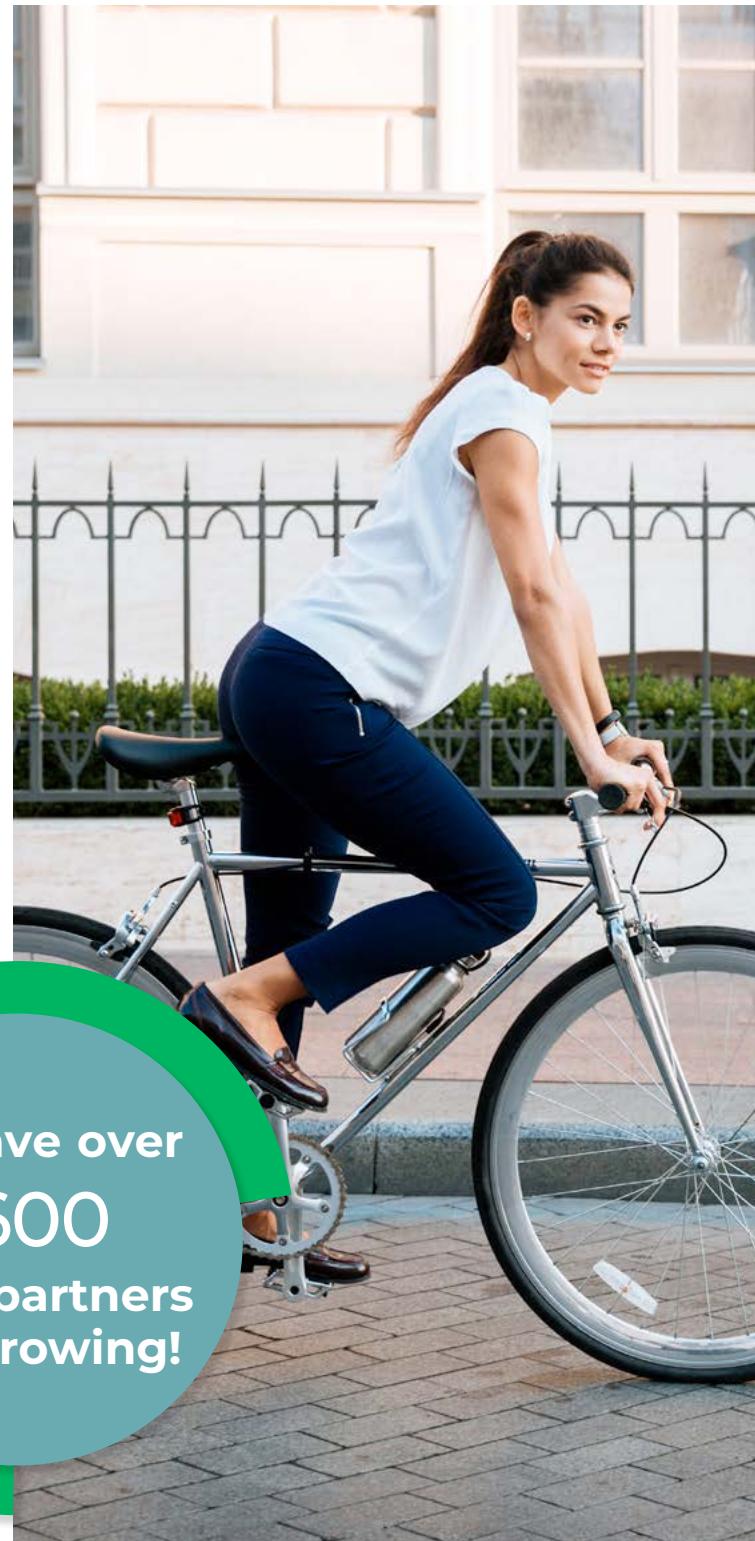
## How GCI works

The employee agrees to give up a part of their cash salary in exchange for the use of a bike through the Cycle to Work Scheme (C2W).

The employer buys a voucher for the hire of a bike package including any accessories and provides it to the employee. The employee then uses the voucher to hire a bike package through GCI. The bike is hired directly to the employee by GCI.

The employee sacrifices the same amount of salary as the cost of the voucher. The sacrifice is made from gross pay so higher rate taxpayers will save 42% and lower rate taxpayers save 28%. Additional rate taxpayers will save 47%. Figures correct as of October 2024.

We have over  
1,600  
retail partners  
and growing!



Crown  
Commercial  
Service  
Supplier





## Two scheme platforms

### 1. Instant GCI

Instant GCI is perfect for organisations who only expect a small number of bikes to be ordered. It's essentially a pay-as-you-go scheme. We send a pro-forma invoice and once that's paid, we will send out agreements for electronic signature. Then the bike retailer is authorised to release the bike. You'll get a receipt for your payment and a copy of the Salary Sacrifice Agreement with full instructions on how to implement it. We aim for a same day service!

### 2. Corporate GCI for larger organisations

If you have 1,000+ employees, require a bespoke set-up or require integration with a benefits platform, we recommend you use our Corporate GCI platform. You'll use a dedicated portal to approve or reject each employee request. You can customise your scheme to suit your requirements e.g. order limits, salary sacrifice periods and selection windows.

## Online process

All applications are submitted online and the agreements are signed electronically.

## No end of scheme fees

GCI manages the entire end of scheme process and will offer employees a free-of-charge loan of the bike to maximise their savings. There are no end of scheme fees or ownership fees to de-motivate your employees or reduce their savings. Employers are not involved in the Hire Agreement or end of scheme process, so there's no extra admin to deal with.

## Two separate agreements

The Salary Sacrifice Agreement is separate from the Hire Agreement which means they can run for different periods. You can agree a long term salary sacrifice period (at least 3 months) with your employees, making better bikes more affordable for them.

## Finance available

To ease cash flow, it's possible to apply for third party finance for the acquisition of the vouchers. There is a small charge which is more than covered by the 15% employer's NIC saving. When using third party finance, there is a minimum order value of £1,000 (subject to acceptance).

## Any bike, any price

Thanks to having no spend limit, GCI makes any type of bicycle possible. Your employees can choose from ebikes, traditional pedal bikes, folders or cargo bikes. Specialist cycles and trikes are also available through the scheme. If it's a bicycle under the Road Traffic Act, it qualifies. Ebikes are currently limited to 250w output and 15.5mph.

## A professional hirer

With some other C2W schemes, the employer is the hirer of the bikes. So if there is a problem with the bike it means a problem for the HR department. GCI is different, because we hire the bikes directly so the hirer responsibility is ours.

## Our suppliers

We have over 1,600 suppliers, a list which is growing every day. We'll even recruit resellers directly to meet your staff requirements.

# Employee Information

## Am I eligible?

If you are a UK PAYE taxpayer, your employer is willing, and the salary sacrifice doesn't take you below national minimum wage, then you can get a bike on the scheme.

## How much will I save?

- lower rate tax payers save 28%
- higher rate tax payers save 42%
- additional rate tax payers save 47%

Rates will vary in Scotland. If you are unsure which rate you pay, please contact your payroll department.

Check out the [savings calculator](#) on our website to see how much you can save.

## 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 reduce your savings. A hire arrangement = no tax.

## When will I own the bike?

When the three month hire period 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 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.



**Save up to  
47%**



## This is how it works

Through the scheme, your employer can provide you with a bike as a tax-free benefit-in-kind. This means you don't have to pay tax on the price of the bike.

In an ideal world, £1,000 of your salary would get you £1,000 of bike. However, usually you need to pay tax and NI on your £1,000 leaving you with just £680 in your net pay to buy your bike. However with GCI, the money comes from your gross pay which means you don't pay tax or NI on the value of the bike voucher value. Your £1,000 = £1,000 bike.

Another way to look at it: if your bike budget is £1,000, then you could increase this to £1,390 without it costing you anymore than your original budget. This is because £1,000 net pay is actually £1,390 gross pay. So if you take £1,390 from gross pay for C2W, then your take home pay is reduced by only £1,000.

Once you have signed your documents, the salary sacrifice will start in the following pay period. The monthly payments will be spread over an agreed period of time which will be for at least three months. So essentially you are receiving a big discount on your bike and paying back the money interest-free.

### Example savings for higher rate tax payers

Bike package price	£2,452
Take home pay reduction (18 months)	£79
You save 42%	£1,030

### Example savings for lower rate tax payers

Bike package price	£1,297
Take home pay reduction (18 months)	£52
You save 28%	£363

## Two simple agreements to sign

- A Salary Sacrifice Agreement between the employer & employee;
- A Hire Agreement between the employee & GCI.

The salary sacrifice period will be for a minimum of 3 months but can run up to 60 months. Typical terms are 12 – 36 months. The employer will advise the employee of the terms available to them. Having a long salary sacrifice period will make ebikes more affordable for lower paid employees.

## End of scheme arrangements

The Hire Agreement is for 3 months and is separate from the Salary Sacrifice Agreement which probably will be for a longer period. At the end of the hire period, GCI can't simply give you the bike because if we do you will incur a HMRC tax liability based on the purchase value of the bike.

So, we'll make you a free loan until the bike is six years old, at which point there will be no tax liability. Check out HMRC's [Fair Market Values](#) table for more information. At the end of the six year period, and under a separate agreement, we can transfer the ownership title to you for a £1 processing fee. However, in practice, the bike is yours from day one.

Some other C2W providers will charge you 7% of the value of the bike to do this. We don't believe that's fair as your savings are reduced whilst they profit.

As a Social Enterprise that cannot take on debt, GCI won't go bust so your bikes are safe with us; there won't be any creditors asking for the bikes back.

## More information

See our website [FAQ](#) section and visit the HMRC and FCA websites for information.

## Ready to go?

Start the process now and submit your quote.

# Commuter Wallet

The Commuter Wallet gives flexible access to the Cycle to Work Scheme and gives a smoother employee and employer journey.

The premise is simple. If an employee is not quite ready to confirm what they want through the scheme, perhaps they don't know exactly which bike they want or which retailer to use, then the Commuter Wallet is the solution for them. The employee applies for a Commuter Wallet with an amount that gives them the freedom to confirm their choices further down the line.

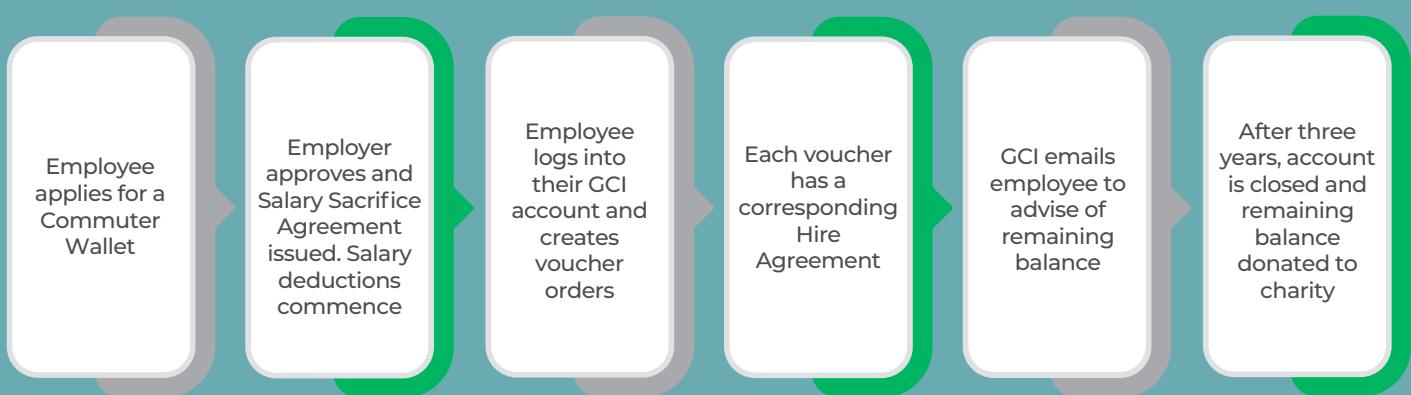
The whole amount can be spent in one go or spent gradually as and when the need arises – say a bike in the spring with waterproof clothing and bike lights in the autumn. It's all about choices and giving employees the time to make them.



## Minimal employee involvement

Commuter Wallets cannot be amended or cancelled which is perfect for organisations which don't accept changes/cancellations or allow multiple Salary Sacrifice Agreements in a 12-month period. This keeps your scheme administration to a minimum.

The employer's only involvement is to approve the initial Commuter Wallet order and implement the Salary Sacrifice Agreement. Whilst the Commuter Wallet itself cannot be cancelled or amended, employees are able to change or cancel their voucher orders. This does not affect the salary sacrifice arrangements and any changes are handled by GCI.



# Instant GCI

Step-by-step guide (pay as you go)

