



Good news! Your employer has joined Everyone Cycle; a new scheme from GCI which allows employees on National Minimum Wage to gain access to a bicycle which enables them to switch to active travel for their daily commute to work.

Everyone Cycle operates as a loan agreement using up to 12 months interest free credit as the mechanism for purchase. The loan agreement is between you and your employer with your employer providing the upfront funds. The loan repayment period is for a maximum of 12 months or 12 repayments. Repayments are deducted from your net salary or you can set-up a separate standing order.

HOW IT WORKS

- 1 Firstly, choose a bike and any accessories you might need. The maximum order value for your company is detailed in the table below.
- 2 Once you have chosen your bike package and have a price from one of our registered resellers, you will need to submit an application via GCI's online portal.
- 3 To submit an application, you will need your employer's Everyone Cycle code which you can see in the box below.
- 4 Once submitted, your scheme manager will either approve or reject your application. Once approved, GCI will send you the Loan Agreement for electronic signature via eSign.
- 5 When we receive your signed Loan Agreement, we will send a copy to your HR department and then send the Collection Voucher to you.
- 6 Take the voucher to the bike shop when you collect your new bike. Once the bike shop has the voucher, they will request payment from us.
- 7 Since your employer has paid GCI for the voucher, you'll need to reimburse them. They will reduce your net (after tax) salary by the value of the voucher.
- 8 The Loan Agreement will detail the repayment period and the amounts to be taken from your salary each month. The repayment period will be for a maximum of 12 months or 12 repayments. Your employer's defined loan repayment periods are detailed in the table.
- 9 At the end of the Loan Agreement, and as long as you have repaid your employer in full, the bike ownership will transfer to you.



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Everyone Cycle code	XXX
Min order value	£XX
Max order value	£XX
Loan repayment period	12 months
www.greencommuteinitiative.uk/quote	



FREQUENTLY ASKED QUESTIONS

Q: Will this affect my credit rating?

A: No, your employer will not carry out a credit check before offering you the scheme and your credit score will not be affected should you take out the loan. Please note, should you take out an interest free loan agreement directly through a retailer, you will be subject to a credit check.

Q: Can the loan period be for less than 12 months?

A: Yes. The loan period can vary from 1 to 12 months.

Q: Can I top up the voucher value with my own money?

A: Yes, you can. Please discuss this with your employer.

Q: I'm paid on a weekly basis; can I still take part?

A: Yes, but there can be no more than 12 repayments within the 12-month loan period.

Q: I earn more than NMW, can I still use Everyone Cycle?

A: No, you will need to use the Cycle to Work Scheme administered by Green Commute Initiative. Please ask your employer for details on the scheme.

Q: What happens if I leave my employment before the loan agreement ends?

A: Your employer will be able to take the money owed from your final salary. If this is not enough to cover the amount owed, or you pay via standing order, then you will be legally liable to settle the outstanding monies via alternative means.

Q: Will I own the bike after the loan agreement ends?

A: Yes. Everyone Cycle is a finance loan from your employer that can only be used to purchase a bicycle and accessories. There is no ownership charge at the end of the agreement.

Q: What is the turnaround time?

A: GCI will process the order and issue the voucher within 1-2 working days of the order being authorised by your employer.

Q: Do I need to use the bike for commuting to work?

A: As this is a loan agreement, completely separate from the Cycle to Work Scheme, there is no legal requirement for you to use the cycle for your daily commute.

Q: Can I get cycling accessories on Everyone Cycle?

A: Yes, as long as your whole package value does not exceed the limit set by your employer.

Q: Can I buy a second hand bike?

A: You can get a second hand bike but only if it's through one of our registered resellers. This will ensure it comes with a warranty.

Q: Can I buy spare parts to do up my existing bike?

A: Yes, you can but bear in mind your bike will not be under warranty. You will still need to pay back your employer even if your bike becomes unusable.

Q: Can I buy a child's bike through the Everyone Cycle scheme?

A: Yes. Whilst this does not break any legislation, please bear in mind that your employer is trying to encourage you to cycle to work and may not approve your application.

Q: Which bike shops can I use?

A: Please use our Shop Locator on our website to find the registered bike shops you can use. The vast majority of our resellers are independent bike shops but we also deal with Evans, Decathlon and many other direct to consumer manufacturers. However, we do not work with the Halfords Group (Halfords, Cycle Republic, Wheelies).

Q: Can I transfer my bike voucher to another shop?

A: Vouchers will be issued for chosen cycles and are non-transferable between bike shops or individuals.

Q: I am a contractor on fixed term contract, can I take part in the scheme?

A: Please check with your HR department to check your eligibility.