

## Warwickshire County Council Tax Free Bike Scheme How to Apply

Join from 5<sup>th</sup> June to 14<sup>th</sup> July 2017

1. Visit one of your local independent stores or your local Evans or Halfords store participating in the scheme.
2. Decide what value you want to spend on your bike and safety equipment.  
You can choose to take between £100 and £1,000 in increments of £5.  
To register for the scheme please visit [www.wccstaffbenefits.co.uk](http://www.wccstaffbenefits.co.uk) and select **Tax Free Cycle Scheme** (cycleplus) or **Halfords Cycle2Work Scheme** or call **01908 303498** or text your **name and the word 'cycles'** to **81025** and we'll call you back.
3. Please note you will need to have a copy of your payslip to hand as you will be asked for details contained within this. Please fill in all the details as instructed, choosing the value of Letter of Collection (LoC) you require.
4. Once your application is complete you will need to **print off your hire agreement**; three parts of the agreement will be printed – please complete as follows:
  - Pre-contract – please retain the pre-contract for your records
  - Hire Agreement (Copy 1 and 2) – **you must sign, scan and email to:**  
[re-finance-payroll\\_services@warwickshire.gov.uk](mailto:re-finance-payroll_services@warwickshire.gov.uk)

**You must return your completed paperwork by 14<sup>th</sup> July 2017 at the latest.**
5. After your registration has been approved, your LoC will be posted to your home address (or emailed if an address has been supplied) as per the time frame on the front page of your Hire Agreement. Then take your LoC to your chosen store and exchange it for the bike and safety equipment of your choice.

### Please note:

- The scheme will run for 12 months and the first deduction from salary will be made on the first available pay date after your application has been approved by HR.
- You can find a full breakdown on how much money you can save on the website detailed above, however we have provided some example figures below.
- For detailed Frequently Asked Questions about the scheme please [click here](#).

LoC Value	£ 100.00	£ 200.00	£ 400.00	£ 500.00	£ 700.00	£ 900.00	£ 1,000.00
Gross Monthly Reduction	£ 8.33	£ 16.67	£ 33.33	£ 41.67	£ 58.33	£ 75.00	£ 83.33
<b>BASIC RATE TAXPAYER</b>							
Net Cost Per Month	£ 5.67	£ 11.33	£ 22.67	£ 28.33	£ 39.67	£ 51.00	£ 56.67
Total Cost over 12 Months	£ 68.00	£ 136.00	£ 272.00	£ 340.00	£ 476.00	£ 612.00	£ 680.00
Total Savings made per month	£ 2.67	£ 5.33	£ 10.67	£ 13.33	£ 18.67	£ 24.00	£ 26.67
Total Savings made over 12 Months	£ 32.00	£ 64.00	£ 128.00	£ 160.00	£ 224.00	£ 288.00	£ 320.00
<b>HIGHER RATE TAXPAYER</b>							
Net Cost Per Month	£ 4.83	£ 9.67	£ 19.33	£ 24.17	£ 33.83	£ 43.50	£ 48.33
Total Cost over 12 Months	£ 58.00	£ 116.00	£ 232.00	£ 290.00	£ 406.00	£ 522.00	£ 580.00
Total Savings made per month	£ 3.50	£ 7.00	£ 14.00	£ 17.50	£ 24.50	£ 31.50	£ 35.00
Total Savings made over 12 Months	£ 42.00	£ 84.00	£ 168.00	£ 210.00	£ 294.00	£ 378.00	£ 420.00
<b>ADDITIONAL RATE TAXPAYER</b>							
Net Cost Per Month	£ 4.42	£ 8.83	£ 17.67	£ 22.08	£ 30.92	£ 39.75	£ 44.17
Total Cost over 12 Months	£ 53.00	£ 106.00	£ 212.00	£ 265.00	£ 371.00	£ 477.00	£ 530.00
Total Savings made per month	£ 3.92	£ 7.83	£ 15.67	£ 19.58	£ 27.42	£ 35.25	£ 39.17
Total Savings made over 12 Months	£ 47.00	£ 94.00	£ 188.00	£ 235.00	£ 329.00	£ 423.00	£ 470.00

Please note all examples are illustrative only. Tax rates based on 20% and 40%. NI rates based on 12% and 2%.

The bike must be used by you to mainly ride to and from work, although it can be used for leisure purposes providing this is not in excess of 50% of the overall usage. Scheme regulations do not allow you to top up the value of the LoC.