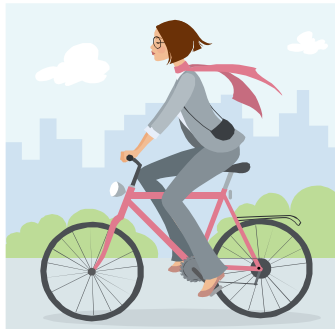


How to Register for Cyclescheme



1. Read through the Cyclescheme “Frequently Asked Questions” sheet available in the Cycle Scheme folder on the intranet.
2. Get a quote for a bike and bike safety equipment from a participating Cyclescheme shop. (You can find the list of bike shops on the Cyclescheme network by going to www.cyclescheme.co.uk)
3. Register to join Cyclescheme online by going to www.cyclescheme.co.uk/481d07
4. You will be asked to choose one of two scheme options: a 6 month or a 12 month scheme. Both options mean that you have a hire agreement in place for 12 months but the 6 month scheme means that the salary sacrifice period will be shorter. For example, if you request a voucher for £1000 on the 12 month scheme your salary sacrifice deductions will be £83.33 for 12 months. If, however, you choose the 6 month scheme you deductions will be £166.66 for 6 months. With both schemes you will make the same tax and NIC savings, but the 6 month scheme allows you to do this more quickly.
5. Chelsea and Westminster will then confirm your application and you will be sent a hire agreement that you will need to sign and return. Your voucher will be issued once the full value has been paid by the Trust (the whole process usually takes two weeks).
6. The value of the voucher will then be deducted from your salary in six or twelve equal monthly instalments.
7. At the end of the 12 month period you will have the option to pay a small fee to extend the hire agreement and retain the bike.