

cycle²work

EMPLOYER CODE:

SCHEME LIMIT:

WHAT IS THE CYCLE2WORK SCHEME?



Cycle to Work is a government initiative which offers the most cost-effective way to get new cycling equipment. If your employer has joined Cycle2Work, you usually won't have to pay tax or national insurance on these items – **saving you up to 47%!**

The reduced cost is simply deducted from your payslip over 12 or 18 months in equal payments.

You can even access promotional and seasonal offers such as Christmas and Black Friday, on top of Cycle2Work savings!

HOW TO APPLY



1 EMPLOYER CODE

If your employer has a live scheme, you'll either be given an employer code to sign up directly through Cycle2Work, or be pointed towards your benefits portal to apply.

2 CHOOSE YOUR VALUE

Choose your bike and/or accessories online at Halfords or Tredz (including those on sale or promotion) or from one of 100s of independent retailers before applying, so you know the total value to apply for.

3 SIGN UP

Now that you have your employer code and total value, you're ready to apply.

4 APPROVAL

Once your employer has approved your application, you'll receive a 'letter of collection'.

How to get your new bike and equipment

5 USE YOUR 'LETTER OF COLLECTION'

You can get your bike and/or accessories in-store or online at Halfords or Tredz or you can shop at one of the Independent Bike Shops we work with. Visit our store locator to see participating retailers in your area.

6 PAY MONTHLY

Once your scheme starts, the salary sacrifice will be deducted out of your payslip over 12 or 18 months.

7 END OF SCHEME

At the end of your agreement, we'll get in touch to discuss what you want to do next. This will include the option to enter a zero-cost 'extended hire' arrangement. With this option, the items will remain in your possession until HMRC deem the value to be negligible.

What is a letter of collection?

- A letter of collection is what you'll use to hire your bike and/or accessories.
- Once you've applied and been approved for Cycle2Work, you'll receive confirmation via email.
- To redeem at Halfords or Tredz online, choose 'Cycle2Work' as a payment method at checkout and enter your Letter of Collection number.
- You can also redeem in store by taking your Letter of Collection with you.
- If you'd prefer to redeem your Letter of Collection at one of the independent bike shops we work with, please contact us on 0345 504 64444 or c2wcustomerenquiry@halfords.co.uk with the name of the store you would like to use, the value of your letter of collection and your letter of collection number. We'll then allocate to the store within 24 hours.

TOP MYTHS



"I'M GOING TO TURN UP SWEATY"

Most riders wear light clothes and take it easy – although we may pick up the speed if we fancy a challenge. If you are conscious about arriving hot and bothered, we recommend scoping out the showering and changing facilities and getting ready when you arrive. Need to get ready at home? An e-bike's electric motor completely takes the sweat out of cycling!

"I CAN ONLY GET A COMMUTER BIKE"

No. Because everyone's commute is completely different, we offer every type of bike on Cycle2Work - from mountain to electric.

"I NEED PROPER CYCLING CLOTHING"

Absolutely not! You can wear anything from your work shirt to gym gear while cycling - whatever you feel comfortable and safe in.

"I'M TOO UNFIT"

Start off small! We recommend just cycling part of the way to work and then build it up as and when you feel ready.

"IT'S TOO DANGEROUS"

You may be used to fast moving roads, but the chances are you can cycle to work a different way to your usual journey. Use Google Maps or MapMyRide to find your safest and easiest route to work!

"I'M A HYBRID WORKER SO WON'T BE ABLE TO TAKE PART"

You are still able to take part!

"I CAN ONLY SHOP AT HALFORDS"

This couldn't be further from the truth! You can also shop at Tredz or at one of our hundreds of independent bike shops across the UK. **You can access a wide range of brands such as Boardman and Carrera.**

"LIVE TOO FAR AWAY"

You can still take part in Cycle2Work. If you don't feel like you can cycle the whole way, you can just use the bike to assist your journey. Try cycling to the train or bus station, or even to a colleague's house to car share!

"I HAVE A COMPANY CAR, ALLOCATED PARKING OR TRAIN TICKET"

This doesn't matter! You can still take part in Cycle2Work!

"I DO THE SCHOOL RUN"

There are plenty of ways to get the kids involved! Child seats and child trailers are available on Cycle2Work - or if they have their own bike, ride together!

"I CAN ONLY TAKE PART ONCE"

Nope! You are able to apply again as soon as you have completed your deductions.

"DRIVING IS QUICKER"

Traffic is the main cause of long commutes, and by cycling to work you can often find quicker shortcuts to get to work. Don't forget that electric bikes can go as fast as 15mph, making cycling to work a breeze!

halfords

tredz

0345 504 6444 | halfords.com/cycle2work | c2wcustomerenquiry@halfords.co.uk