

Your step by step guide to getting a bike on the Cycle to Work Scheme

1

- Go to the cycle shop and select your bike and equipment
- Tell the shop you are purchasing your bike through the cycle to work scheme and they will provide you with a written quote

2

- Log into www.benefitseveryone.co.uk and fill in your details, request your certificate and digitally sign your hire agreement

3

- Once your request is approved you will receive an e-mail allowing you to download your hire agreement
- Your certificate will arrive in the first week of the month
- Take your certificate to the shop and collect your bike and equipment
- Enjoy!

The Trust has negotiated a Conditional Assessment process to purchase or return your bike.

4

- After 12 months you will receive a Condition Assessment form from Staff Benefits asking you to take your bike to your local cycle shop to be assessed
- They will complete the Condition Assessment Form, sign and stamp it to confirm the condition of the bike

5

- Return the Condition Assessment form to Staff Benefits at Regent Point, Regent Farm Road, Gosforth, NE3 3HD
- You will receive a letter outlining the final payment.

6

- Select your final payment method - e.g. 1, 2 or 3 monthly payments which will be deducted from your salary.
- Return the instruction to Staff Benefits at Regent Point, Regent Farm Road, Gosforth, NE3 3HD
- Payments will taken from your next salary. You can also choose to pay by cheque.