

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 be issued soon after. Please note that approval can take up to 5 working days
- 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. At the end of your hire period you must choose an ownership option, and make a final payment to take ownership of your cyclescheme package. Without the payment HMRC would class the agreement as hire purchase, rather than hire, and as that the tax exemption would not be available.

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- 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

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- 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. - This will be calculated using the condition assessment category to which we must apply VAT

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- 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.
- Failure to complete and return the condition assessment will result in the higher market value being calculated and deducted