### CYCLE TO WORK SCHEME

**How does it work?**

Essentially, the Diocese buys a bike of your choice from the supplier to allow you to ride to work. You purchase it from the employer by making monthly payments from your stipend/salary which is agreed between you and the Diocese that does not exceed three tax years. When the agreed purchase period comes to an end you own the bike!

**What can I purchase on the cycle-to-work scheme?**

Any bike and/or bike safety equipment (helmet, lights, mirror, high visibility clothing) to any value:

**Non-electric bike**

If the net cost to the Diocese (bike plus equipment less any contribution to initial cost made by you) is less that £1,000, that’s it - there is no benefit in kind charge to be potentially added to your income tax instalment payments (itip) stipend/salary payments.

If the net cost to your employer is greater that £1,000, the excess is a “benefit in kind” and will be added to your income for the purposes of calculating itip payments – still a great result!

**Electric bike**

For electric bikes the cycle-to-work scheme is even more generous! If the net cost to your employer (bike plus equipment less any contribution to initial cost made by you) is less that £1,600\*, again there is no benefit in kind.

If the net cost to your employer is greater that £1,600\*, the excess will be added to your income for the purposes of calculating itip payments.

*\*the £1,600 allowance is reduced if you have received other benefit in kinds from the Diocese.*

**Purchasing your bike in five simple steps**

1. You obtain a written quote from the supplier (inclusive of vat)
2. You gain approval of your quote from the Diocese via the Treasurer and using the Cycle to Work request form
3. The Diocese approves the quote which you take to the supplier
4. You collect your bike and/or cycle safety equipment
5. The supplier invoices the Diocese who pays for the bike

**Application for Cycle to Work Scheme**

**Please complete this form to apply for a cycle and cycle equipment to be purchased by the Diocese under the IOMG Cycle to Work Scheme.**

|  |  |
| --- | --- |
| Full Name: | **Block Capitals** |

I wish for my employer to purchase a bicycle and bicycle equipment as outlined below:

|  |  |
| --- | --- |
| Name and address of retailer:***Must be based on Isle of Man*** |  |
| Make and Model of bicycle: |  | **Basic Cost** | **VAT rate** | **Total £ (inc VAT)** |
| Details of bicycle equipment: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total -** *this should not exceed £1,000 for a pedal cycle and equipment or £1,600 for an electric bike and equipment* |  |  |  |  |

***Please ensure that the information provided is accurate. A quotation from the retailer must be supplied.***

I confirm that I have read the Cycle to Work Scheme rules and accept the terms contained therein.

I understand and accept that I will sacrifice salary over a period of 3 years (36 months) in return for the provision of the bicycle and safety equipment as detailed above. This will result in a proportionate reduction in my NI/Tax and superannuation contributions and this may affect my pension entitlement (non clergy) I confirm that I am purchasing the bicycle and equipment for my own use in order to cycle to work and that I am solely responsible for indemnifying myself in the event of loss, injury or damage, however caused.

If I cease to be employed/be an officer of the Diocese before the end of the 3 year period, I accept that any outstanding amount will be deducted from my final pay/stipend, or if this is not possible, e.g. the amount exceed the last net pay, I will pay all outstanding amounts within 14 days of my leaving date.

**Applicant’s Signature**: ………………………………………

**Date:** ………………………………………