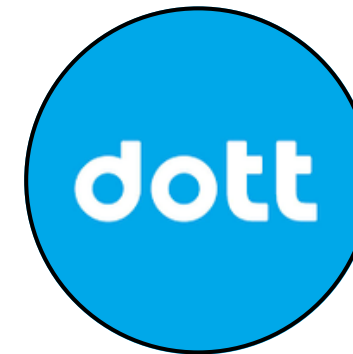




The UK's first cycle to work scheme for bike share.

Employer Guide: Everything you need to know





WHAT IS CYCLESaver?

We're promoting a healthier, more sustainable workforce

- *No cost to join*
- *Employees save up to 47% from tax savings*
- *Complementary to traditional cycle to work schemes*
- *Achieve your Net Zero goals by promoting sustainable travel*
- *Fully automated sign-up, application and payroll process*

CycleSaver is the UK's first cycle to work scheme to focus exclusively on bike sharing subscriptions, rather than bike ownership.

Employees save up to 47% on subscriptions offered by popular bike share providers, at no cost to you.

WHO WE WORK WITH

Our providers

CycleSaver is the **only** scheme to offer subscriptions for every major bike share provider in the UK, including Lime, Forest, Beryl, Voi, Dott and Santander Cycles, so you can empower your workforce to join the movement towards greener, healthier commuting.



WHY CYCLESaver

Benefits for companies

The perfect compliment to existing traditional cycle to work schemes, CycleSaver offers an all-in-one solution for affordable, flexible and eco-friendly transport, helping you and your employees save money while benefiting the environment.



Sustainability: Achieve your Net Zero goals by promoting eco-friendly, active travel



Financial benefits: Companies make a saving of 2.8% on their Employer National Insurance contributions for every CycleSaver product purchased



Healthier workforce: Active travel has many physical and mental health benefits, improving productivity and retention of your employees



Monthly payroll report: You'll receive monthly payroll reports outlining any employee deductions needed for CycleSaver products



Unmatched flexibility – Your employees subscription can be modified or cancelled at any time through our portal. This means less admin for you if an employee were to leave the business



Tailored marketing support – Want to share this new benefit with your employees but don't have the time for marketing? We're here to support you, simply get in touch with us with your marketing requests



OUR SUBSCRIPTIONS



Choose between 500 and 1000 monthly minute bundles



Unlimited 60 minute rides from just £10 per month



1800 free riding minutes each month



Choose between 300 and 750 monthly minute bundles



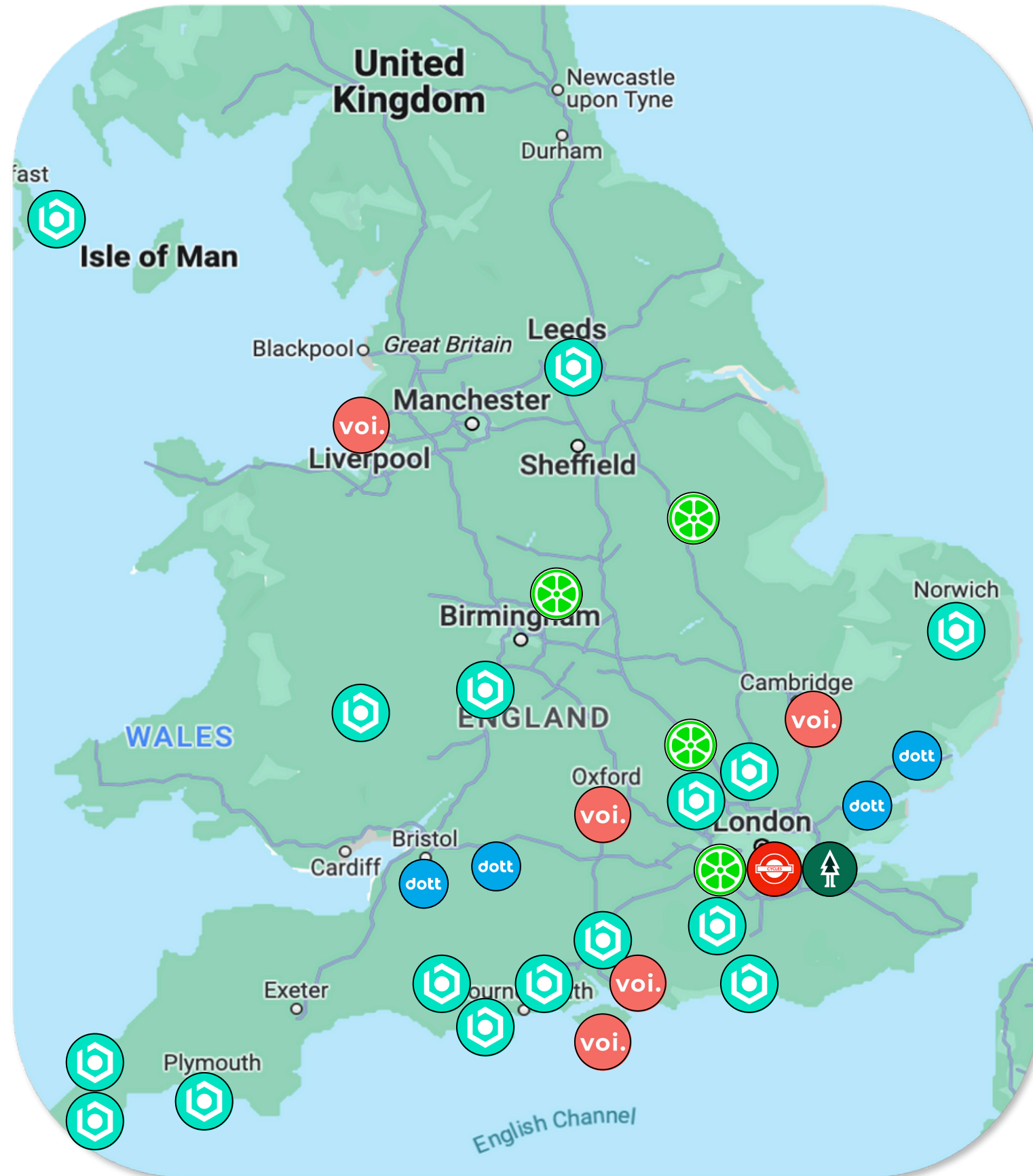
2x 30 minute free e-bike rides per day



2 x 30 minute free e-bike rides per day

OUR LOCATIONS

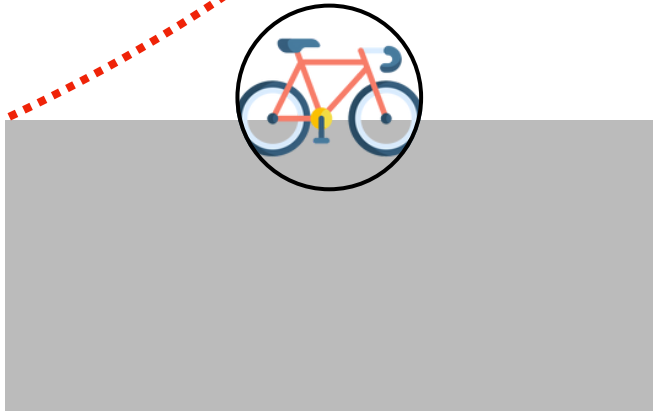
- Basildon
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- Cambridge
- Christchurch
- Chelmsford
- Colchester
- Cornwall
- Derby
- Dorset
- Dorchester
- Eastleigh
- Guilford
- Hereford
- Hertsmere
- Hove
- Isle of Wight
- Leeds
- Liverpool
- London
- Milton Keynes
- Norwich
- Nottingham
- Oxford
- Poole
- Portland
- Portsmouth
- Stevenage
- Southampton
- Studland
- Watford
- Weymouth
- Worcester



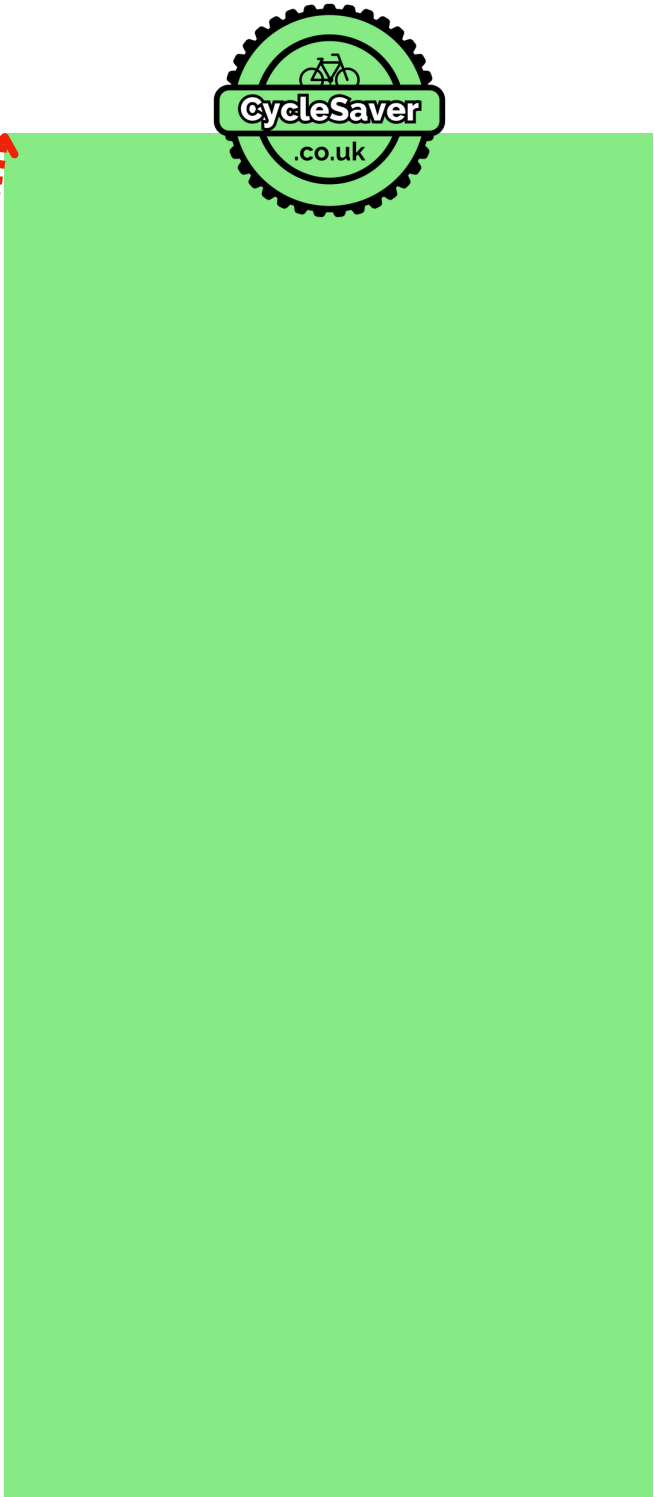
HOW DOES CYCLESaver COMPARE

Companies registered with CycleSaver have **5x more** of their workforce using CycleSaver vs traditional cycle to work schemes on offer*.

**based on a sample of 10 CycleSaver companies*



Traditional cycle to work schemes



CycleSaver



Lime	✓	✗	✗	✗
Forest (annual/monthly)	✓✓	✓	✓	✗
Dott	✓	✗	✗	✗
Voi	✓	✗	✗	✗
Beryl (pedal/e-bike)	✓✓	✓✓	✗✗	✗✗
Santander Cycles (annual/monthly)	✓✓	✓✗	✗✗	✗✗
Swapfiets (annual/monthly)	✓✓	✓✗	✗	✗
Bike ownership	✗	✓	✓	✓

FOR YOUR EMPLOYEES

Bike sharing schemes offer your employees the flexibility and convenience of cycling to work without the commitment of owning a bike. CycleSaver has made these schemes up to 47% cheaper by introducing the UK’s first and only cycle to work scheme focused exclusively on bike share benefits. Your employee’s subscription comes directly off their pre-taxed salary, reducing the tax they pay. The amount saved depends on their tax band.



HOW IT WORKS

1

Employee selects subscription
Employees select which subscription works best for them.

EMPLOYEES

EMPLOYERS

SUBSCRIPTIONS

RESOURCES

APPLY NOW

1

2

3

4

5

6

Guide

Product

My Details

My Employer

Review

Done

BERYL

2 options

CYCLEPASS

1 options

DOTT

1 options

FOREST

2 options

LIME

2 options

TFL SANTANDER CYCLES

3 options

VOI

13 options

AVAILABLE PRODUCTS

LIME 500 MINUTE RIDE BUNDLE

- Unlimited free unlocks

- 500 minutes of free riding every month

- Rolling monthly subscription - modify or cancel at any time

From £28.08/month

Save up to £24.91/month

Recurr monthly

PRICING

2

Employer approval
An employer will approve their employees cycle to work scheme subscription.

CycleSaver

.co.uk

New CycleSaver application!

You have received a new application from Marko Vidalis for the Lime 500 minute ride bundle subscription product.

Please see the application details below:

Application Number : BREEZTECHNOLOGY_02062504

Full Name : Marko Vidalis

Employee ID :

Product applied for:

Lime 500 minute ride bundle

Salary Sacrifice Total Amount: £52.99/month

Salary Sacrifice Duration: Ongoing until cancelled.

Review and Approve application

Alternatively, you can decline the application

Decline application

3

Activation
Once approved, an employee’s benefit is activated on the 1st of the next month.

CycleSaver

.co.uk

Hi Marko,

Your new Lime 500 minute ride bundle voucher is ready to be redeemed.

Here's your new voucher code:

A-TESTHY5MRTF2M3ENEW15

If you are using your mobile device with the Lime app installed, you can use the button below to directly redeem the code in-app!

Redeem in Lime app

Once you have redeemed your voucher in the Lime app, you will receive a pop-up notification confirming your CycleSaver bundle balance.

Please note that Lime might still request payment details for a card check - this is to ensure they have your details on hand should you exceed your CycleSaver monthly minute bundle. The card check will deduct and refund an amount of £1.

If you have any queries, please contact us via our website or email us at info@cyclesaver.co.uk.

You can also view and manage your subscription [through your application portal](#).

The CycleSaver Team

4

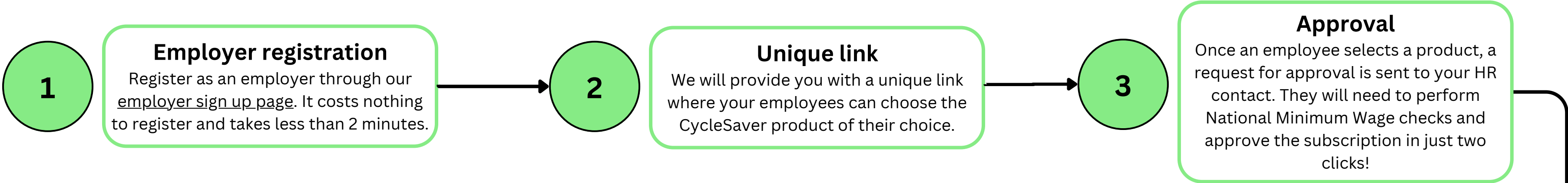
Enjoy tax savings
Cost of the subscription is deducted from an employee’s monthly salary before tax - offering them savings of up to 47%

Tax band	Annual Salary	You save
Basic	Less than £50,234	28%
Higher	More than £50,234	42%
Additional	More than £120,121	47%

Do you work with a benefits platform?
CycleSaver is proudly integrated with some of the UK’s top benefits platforms - speak to us to find out how we work with your company’s provider!

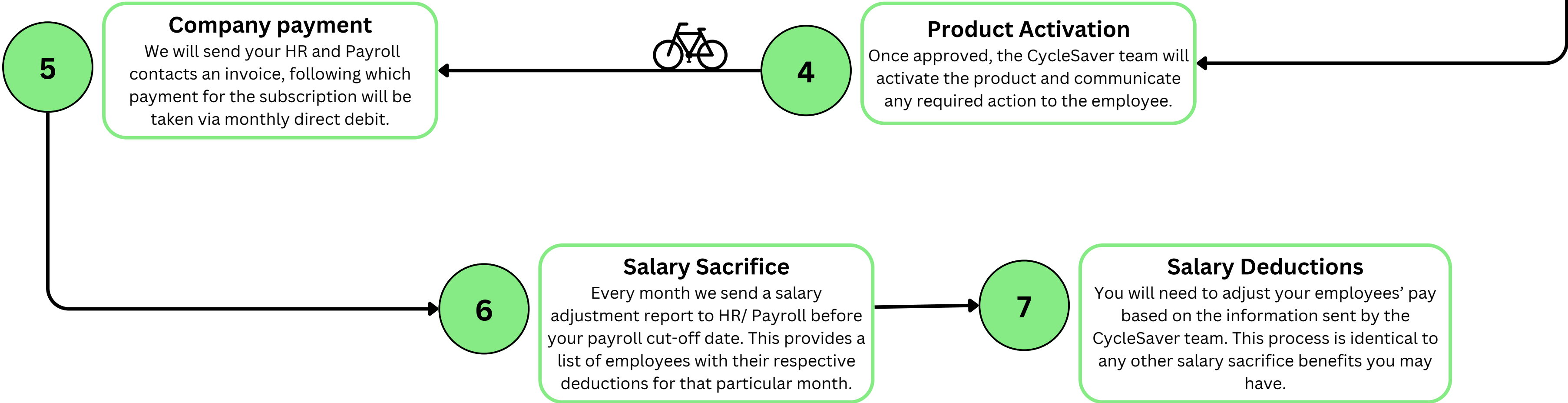
GETTING YOUR BUSINESS SET UP WITH CYCLESaver

Signing up your company with CycleSaver couldn't be easier - with just 3 simple steps!



GETTING YOUR EMPLOYEES SET UP

Once you're set up, we'll handle the rest - from employee administration to payroll reports.





SETUP

Q: How do I get my company set up with CycleSaver?

A: You can register your company with CycleSaver in 2 minutes by visiting the Employer registration page on our site.

Q: What information is required for registration?

A: We require your company's full trading name, registered address, HR, Finance and Payroll contact details, and a debit order mandate for payment.

GENERAL

Q: Can we still partner with CycleSaver if we already have a cycle to work scheme provider?

A: Yes, many companies choose to partner with CycleSaver in addition to traditional cycle to work schemes. Our cycle to work scheme is the only scheme to provide a comprehensive range of bikes share products.

Q: Does it cost anything to partner with CycleSaver?

A: No, CycleSaver does not incur additional costs. We do charge an 11% admin fee, however this is offset by the 15% employer National Insurance tax savings your company receives, resulting in a 4% benefit for every CycleSaver product taken out.

Q: What if an employee leaves the company

A: Their monthly subscription will be cancelled. If on an annual subscription, any outstanding amount will be deducted from their last salary.

FINANCES

Q: How does invoicing and payment work?

A: We send invoices for all products that are sent to your employees in the first week of the month, and these are settled via direct debit within 4 business days following the invoice being sent to you. We will not charge for any products without invoicing for them first.

Q: What if my company cannot pay via direct debit?

A: We can arrange alternative billing, although direct debit is our preferred method.

PAYROLL

Q: Do I have to do P11D reporting?

A: No, CycleSaver is not a benefit in kind and therefore does not require P11D reporting. This is because the cycle to work legislation explicitly allows for employers to provide bicycles for their employees.

Q: How do I know how much to deduct from my employees?

A: We will send you a salary sacrifice report outlining the total amount to be deducted from each employee's gross salary for the specific month in which it is sent.

Q: When does the salary sacrifice report get sent?

A: On or before the 10th of every month to the payroll contact provided.

MORE QUESTIONS?

Mail the team on info@cyclesaver.co.uk, or visit our website [CycleSaver.co.uk](https://cyclesaver.co.uk)



For more information, visit our website at cyclesaver.co.uk, or scan the QR code below.

