

# CYCLE2WORK EMPLOYEE APPLICATION

# INTRODUCTION

**Welcome to Cycle to Work by Sodexo  
in partnership with *Cycle2Work*.**

We think its great that you have decided to get a bike through the Cycle to Work scheme. Cycling comes with a number of great benefits, not only helping you to live a healthier lifestyle, saving on the cost of commuting and travelling but also in helping the world to become a greener place!

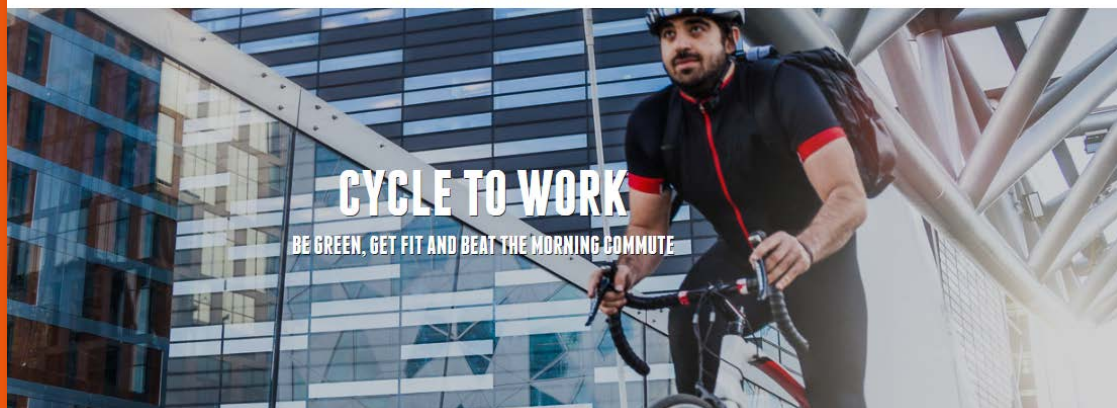
The following pages will help you on your journey to applying for your Letter of Collection which you can use to redeem at any Halfords store, Tredz online and hundreds of local independent bike shops.

Our online portal enables you to manage key aspects of your Sodexo account, however we are here to help you, so please call us if you have any questions about your application:

**01908 303498**

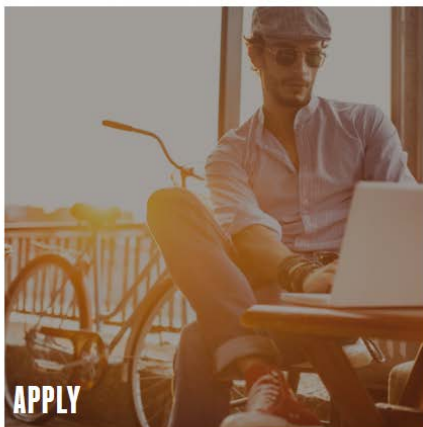






## CYCLE TO WORK

BE GREEN, GET FIT AND BEAT THE MORNING COMMUTE



APPLY

## CYCLE TO WORK

Cycle2Work COVID-19 and stock availability update– May 2020 [click here](#)

Cycle to work is a government initiative that was introduced in 2001 to encourage more people to commute to and from work by bike, enabling people to make healthier choices and reducing the UK's carbon footprint.

The initiative also allows you to make huge Tax and National Insurance savings on the cost of a new bike and safety accessories. These savings are achieved via salary sacrifice which is managed by your employer and lets you spread the cost to make payments more convenient.

### Where can I redeem my Letter of Collection?

Cycle2Work is supported by a wide range of specialist bike dealers, catering to everyone regardless of their needs, budget, location or journey to work! This includes:



Browse online at  
[www.tredz.co.uk](http://www.tredz.co.uk)



Browse in-store or order using  
Click & Collect online



Visit [www.cycle2work.info](http://www.cycle2work.info) to view your  
local options on the Store Locator

# FIRST TIME APPLYING?

If this is your first time applying for the cycle to work scheme, please read the information on the page regarding where you can buy a bike and the FAQ document found at the bottom of the page. When you are ready, click the **'Apply'** button, enter the required information and click **'Create Account'**.

Please note, your password must be at least **8 characters long**. It must have at least 1 upper case letter, 1 lower case letter, 1 number and 1 special character from the following: @ ! % \* ? & \$.

You will now receive an email to confirm your registration, copy the **'Key Code'** from this email and click the **'Set My Password'** and follow the password reset instructions. You have now registered and can go ahead and apply for your bike.

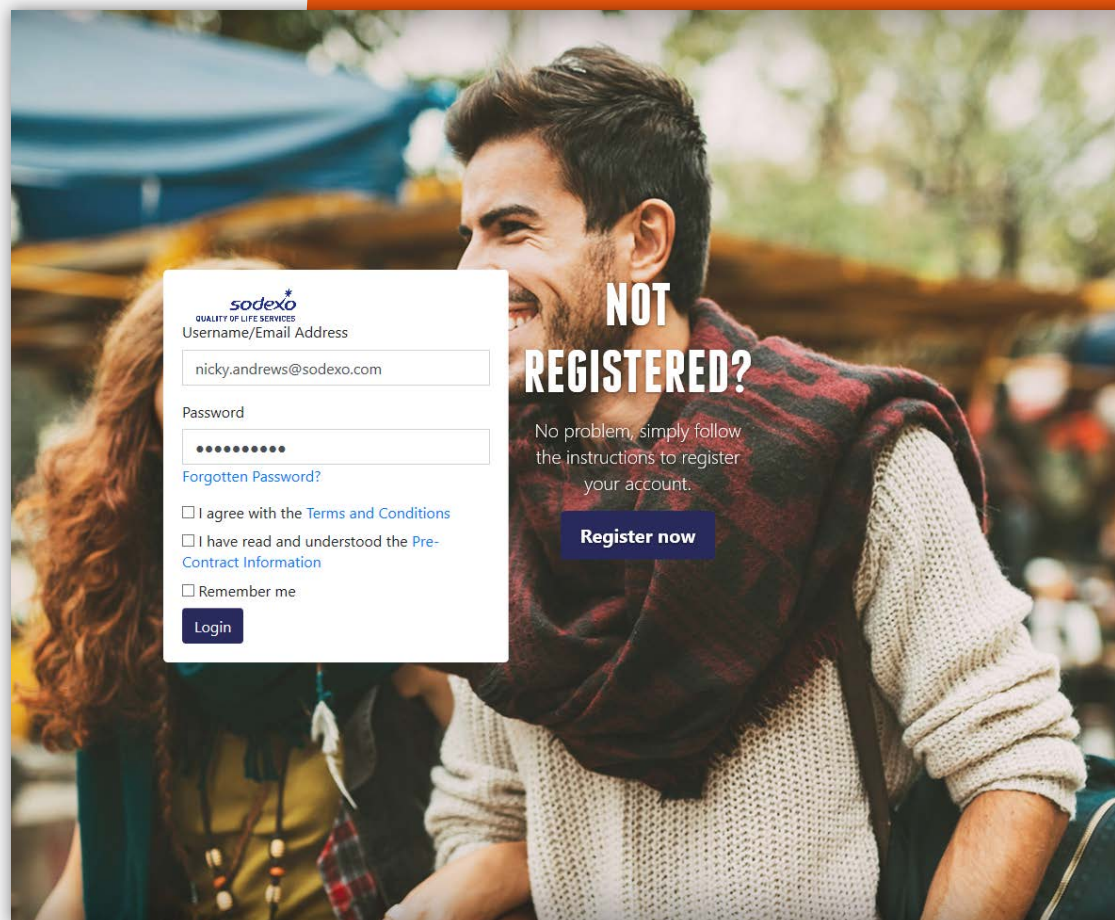
# ALREADY REGISTERED?

Click on **'Apply'** and enter your log in details as requested.

If you have forgotten your username or password, please follow the on-screen instructions to be reminded of these.

**Tick** to agree to the terms and conditions as well as confirming you have read and understood the Pre-Contract Information. Then click **Login**.

Please ensure you thoroughly read the cycle to work Pre-Contract Information before completing your application. After the 14 day cancellation period, the contract is none cancellable and legally binding. Further details of cancellations can be found in the Pre-Contract Information document and the Hire Agreement.



## APPLICATION DETAILS

### TELL US ABOUT YOURSELF

Title \*  
Miss

First Name  
Nicky

Middle Initial

Surname  
Andrews

Date of birth \*  
30/05/1982

Address 1 \*

Address 2

Town/City \*

Address 4  
Coventry

Country  
W Midlands

Postcode \*

Enter Email  
nicky.andrews@sodexo.com

Work phone \*  
01908352063

Evening phone number

Mobile number

#### Can we keep in touch?

Never miss an offer! We'd love to send you info on our services, exclusive offers and the latest promotions. Your personal details are safe with us - we'll never sell them to other companies for marketing purposes. Check out our privacy policy (link to <http://www.smbbruk.co.uk>) if you want to know how we process your data.

☐ Yes please, keep me up-to-date with your offers and services via email

Save & Continue

### TELL US WHO YOU WORK FOR

Payroll Number \*

Payroll \*  
Sodexo

Payroll Department \*  
Sodexo

Payment Interval \*  
Monthly

Gross pay amount per payment interval above \*

Tax Code \*

Weekly Hours \*

Contract Status \*  
Full Time

Employment Status \*  
Permanent

Childcare Contribution (in pounds)  
0.00

#### Why do we need this?

As part of the eligibility requirement for running salary deduct schemes, we need to calculate how much of your salary you are allowed to sacrifice before the National Living Wage / National Minimum Wage restrictions apply. Therefore, if you currently take part in a childcare voucher scheme via salary sacrifice, we need to be able to factor that amount into the overall allowance calculations. Please check with your HR department if this policy applies to you.

# ABOUT YOU

As part of the application you will be asked to enter information about your salary, working hours and tax code. You can find this information on your payslip.

Simply enter all the information requested in the relevant sections and click **'Save and Continue'** at the bottom.

# VOUCHER AMOUNT

**Select** your voucher amount and agree to the Hire Agreement T&C's:

- **Select** your voucher amount from the drop down – the highest amount shown is the maximum you can apply for without taking you below NMW.
- **Read** through the on screen pre-contract and Hire Agreement T&C's
- **Tick** to accept the agreement at the bottom of the page.

Please remember, you have 14 day's to cancel your application, after this time the contract is none cancellable and legally binding.

**CYCLE TO WORK**  
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### HOW MUCH WOULD YOU LIKE TO SPEND?

Select Amount  
-Select-

#### YOUR SAVINGS

Total cost after savings:	£0.00
Gross monthly deduction	£0.00
Net cost per month	£0.00

Please note: These calculations are for illustrative purposes only. If you are happy with your voucher selection, please click confirm to proceed.

#### PRE-HIRE AGREEMENT INFORMATION

HIRE AGREEMENT REGULATED BY THE CONSUMER CREDIT ACT 1974

Hire Agreement between:

1. The Customer (You the employee)
2. The Hirer: Halfords Limited (trading as Cycle2Work) Company No 00103161 whose registered office is at Icknield Street Drive, Washford West, Redditch, Worcestershire B98 0DE (the "Hirer" or "we").

Key Financial Information

☐

I can confirm I accept the Partner Hire Agreement and Pre-Contract Information:

Confirm



# SIGN THE SALARY SACRIFICE AGREEMENT

Read and check the details in the salary sacrifice agreement, then electronically sign the agreement.

## YOUR SALARY SACRIFICE AGREEMENT

Please sign your agreement by ticking the box and clicking on the button at the bottom of the screen.

You may need to scroll down to see the button

20 November 2020

Dear Miss Nicky Andrews

In order to complete your Cycle2Work application, **Sodexo Motivation Solutions UK Limited** requires you to join its salary sacrifice scheme. It is important that you understand the nature of this scheme before entering into it.

The scheme involves you voluntarily taking a reduction in your gross salary in exchange for a Letter of Collection which is redeemable against your choice of bicycle and/or cycling safety accessories.

Please be advised that as a result of this scheme, your terms and conditions of employment will change, but only to the extent that your gross salary will be reduced, and a new benefit introduced. As salary sacrifice reduces gross salary, this may affect other benefits calculated on your actual earnings. If you would like more detail on this, please refer to HMRC's website regarding salary sacrifice at <https://www.gov.uk/guidance/salary-sacrifice-and-the-effects-on-pay>.

Please note that should you cease to be employed by **Sodexo Motivation Solutions UK Limited** during the term of the salary sacrifice arrangement, you will be required to pay the outstanding amount and such amount shall be deducted from your remaining net salary payment(s) or paid directly by you to your Employer where the outstanding amount exceeds net salary payment(s).

If you are happy with this arrangement, you will find below a letter which you are required to tick the appropriate section and confirm your agreement to the salary sacrifice scheme.

Yours sincerely,

Sodexo Motivation Solutions UK Limited

20 November 2020

From: Miss Nicky Andrews

Dear **Sodexo Motivation Solutions UK Limited**

I hereby renounce my entitlement to **£1,950.00** of my gross basic salary, to be collected over a **12** month period, at a gross monthly amount of **£162.50** with effect from the date that I am in receipt of my Letter of Collection from Cycle2Work.

I acknowledge and agree that if my employment with **Sodexo Motivation Solutions UK Limited** ceases for any reason during the **12** month period, I will be required to pay the outstanding balance owing to my Employer. I agree that the outstanding balance will be collected by my Employer from any remaining net salary payment(s). Should this not be possible for any reason, or the outstanding balance exceed any remaining net salary payment(s), I will pay any outstanding balance within 14 days of my employment ceasing.

I acknowledge that this salary sacrifice agreement represents changes to the terms and conditions of my employment, and I confirm that I have read and understood the materials supplied to me explaining the nature of the changes and the potential issues.

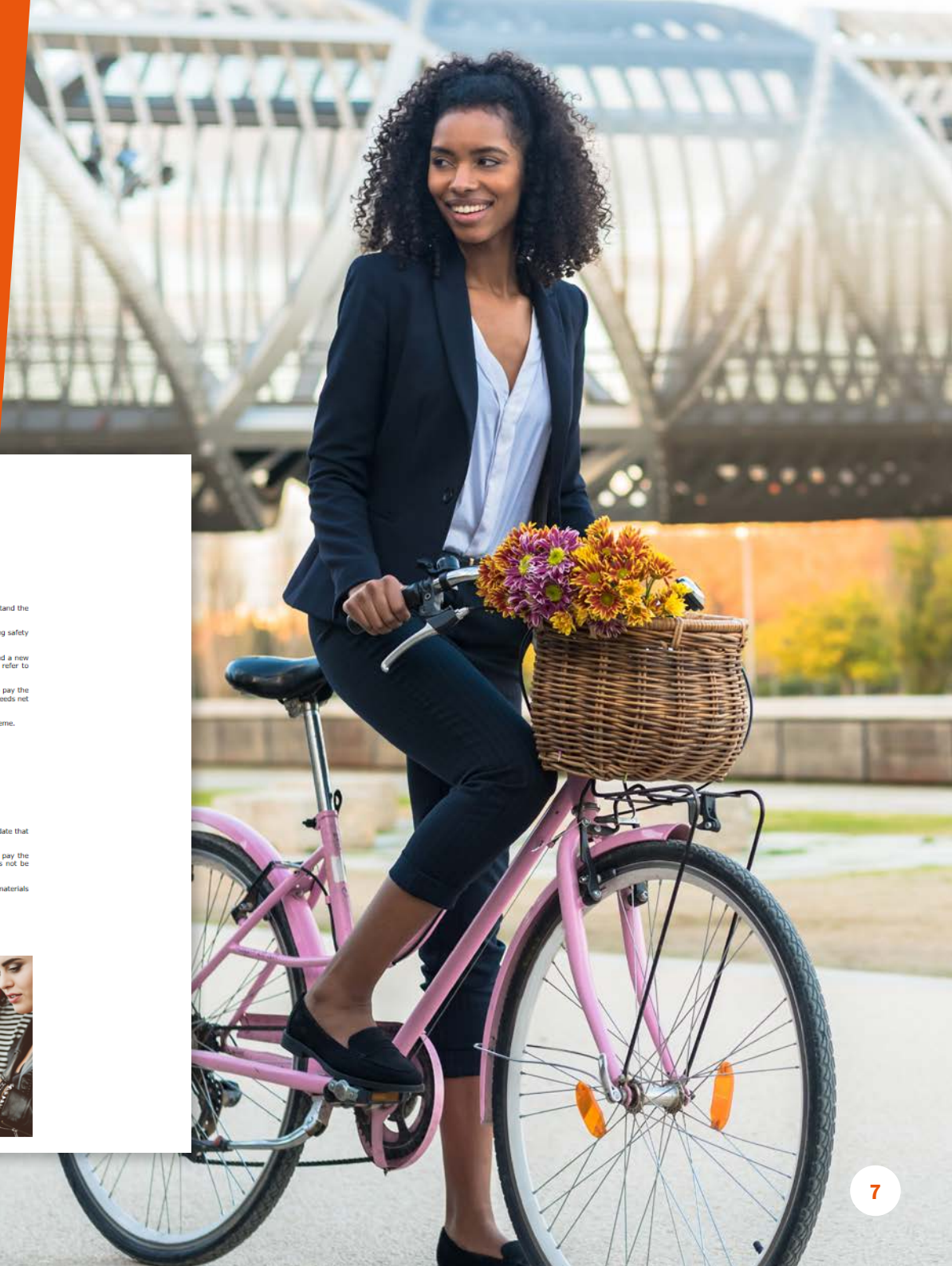
I confirm my agreement by way of ticking the box below:

Miss Nicky Andrews  
20 November 2020 at 13:59

## WHAT HAPPENS NEXT?

Please sign your agreement by clicking on the button below.

☐ I can confirm I will accept the Salary Sacrifice Agreement







# APPLICATION COMPLETE

Your application is complete and has been sent to your employer for approval.

You will receive an email with copies of your signed agreements.

You will receive an email once your application is approved and has been exported to **Cycle2Work** for processing.



## THANK YOU!

Thank you for your application.

Please check your email / spam folders for your electronically signed contract.

