

PROCESS FOR EMPLOYEES

EMPLOYER IS REGISTERED WITH GCI

If you are unsure whether your employer is registered with GCI please ask them.

An employer can take part in the Cycle to Work Scheme even if they are not registered with GCI.



The employee gets the employer's GCI code from the employer. If the employer uses a benefits company to manage payroll, the salary sacrifice process will be locally managed and the employee should find this out at the start.

The employee chooses one or more suppliers from the many registered bike shops or manufacturers.

The employee chooses their bike and/or other allowable items in-store or on online.

If the employee isn't sure which shop they want to use, or wants to buy a package across multiple shops, they can ask for approval for a sum to be held in a Commuter Wallet which the employee can then draw on as they wish.



Buying from a shop

The employee gets a quote ensuring the price is guaranteed for 30 days. Employees are advised to make a deposit refundable to them on payment with the GCI voucher.

Buying from a manufacturer

The employee gets a reference number from the manufacturer's website where the order is reserved for 30 days.

The employee inputs their employer's code on the GCI site and fills in information about:

- 1 - Themselves
- 2 - The bike
- 3 - Accessories (e.g. helmet)
- 4 - The shop
- 5 - Salary sacrifice period

Where appropriate the employee may use the GCI site to apply for a Commuter Wallet.

The employer approves the application through their portal.

The Salary Sacrifice Agreement is sent to the employee for signature unless the employer uses a benefit provider for payroll, in which case the agreement will already have been signed.

The Hire Agreement is sent by GCI to the employee for electronic signature.

GCI sends an invoice to the employer for payment as per agreed terms.

Where a Commuter Wallet is being used.

When the employee is ready, they use the GCI portal to apply for a voucher for their purchase(s).

Salary sacrifice has started.

For each voucher issued a Hire Agreement is sent. Wallets expire after three years. Remaining balances are donated to charity.

The Collection Voucher is emailed to the employee.

When buying in-store the employee collects their bike, paying with the voucher and taking photo ID.

When buying online, pay with the voucher.

Deposit refunded if applicable.

GCI sends a copy of the Salary Sacrifice Agreement to the employer for payroll unless the employer uses a benefits company when it will already have been agreed.

The bike shop — redeems the voucher through the GCI portal.

GCI sends payment to the bike shop - the bike shop can claim back the VAT on the commission.

The employee pays back through salary sacrifice.

If finance was used, the employer pays back the finance company over time.

When the Hire Agreement period ends GCI offers a FOC loan of the bike for another 5 years and 9 months, or the employee can choose ownership now.

If the employee opts for an extended loan (the usual choice) When the loan ends, the employee pays £1 to own the bike as it is deemed to have no market value.

If the employee opts for ownership now or at any time before the end of the loan GCI advises on tax implications.

