



RCSI

Cycle to Work Scheme

Purpose

The purpose of this policy is to outline staff entitlements under the aforementioned scheme

Scope

All staff members who wish to cycle to and from work are eligible to apply. Bicycles and equipment that are not used for travelling to and from work cannot be purchased under this scheme.

Policy Statement

The TaxSaver Cycle to Work Scheme is a facility whereby an employer can purchase bicycles and accessories up to the value of €1,250 and for pedelecs or e-bikes and related safety equipment up to the value of €1,500.

Scheme

RCSI have engaged with an external provider, Tax Free Commuter, to manage the Cycle to Work Scheme for the College. The Cycle to Work Scheme provides RCSI staff the opportunity to avail of tax-free purchase of bike for the purposes of traveling to work.

The scheme covers bicycles and accessories up to a cost of €1,250 and for pedelecs or e-bikes and related safety equipment up to the value of €1,500 (including delivery costs). This includes even a small equipment purchase (for example helmet).

You should note that they may only apply for this scheme once every 4 years. The four-year span between tax breaks is counted by tax year. If you bought a bike in 2018, regardless of the month, you could buy a new bike and avail of the next tax relief in January 2022.

In order for you not to incur benefit in kind taxation; RCSI must purchase the bicycle equipment on your behalf. You will then pay RCSI back by way of salary sacrifice.

What can I purchase?

The scheme covers the following items, which must be purchased as new (not second-hand):

- New bikes and pedelecs (electrically-assisted bikes that require some effort to propel)
- Cycle helmets
- Bells and bulb horns
- Lights (including dynamo packs)
- Mirrors
- Mudguards and skirt guards
- Cycle clips
- Panniers, luggage carriers and straps
- Locks and chains
- Pumps
- Puncture repair kits, cycle tool kits and and tyre sealant
- Reflective clothing
- Bike reflectors

The scheme does not include motorbikes, mopeds, scooters or second-hand bicycles or equipment or bicycle parts or associated equipment.

Procedure

RCSI have an agreement with [Tax Free Bicycles](#) and [Halfords](#). Please note that you are only permitted to purchase bicycles and equipment from one of the shops mentioned on the above websites.

Revenue Compliance

RCSI as employer will be required to obtain a signed statement from the employee (this is included in the online Cycle to Work application form) specifying the bicycle is

for the employees own use and will be used mainly for travel to and from work or between places of work.

In circumstances where an employee advises they are not using the bicycle for qualifying journeys any further tax relief due to be granted by way of salary sacrifice will be withdrawn.

Where Revenue become aware that the bicycle was not used by the employee or was not used for qualifying journeys the relief granted can be clawed back by way of end of year review.

How do I purchase my bicycle and equipment?

Please complete the [cycle to work submission](#) which is on the Tax Free Commuter website. Please ensure to also submit a copy of your invoice with this application.

How do I pay?

Payment will be by way of a salary sacrifice agreement. You may pay in monthly installments or as a once off payment. However, payment must be completed within twelve months of purchase. Once payment is complete, the bicycle will be owned by you and not by RCSI.

As stated above, you must complete the [Cycle to Work Application form](#). This will outline how you shall repay RCSI for the bike package. (E.g. deductions from your salary over 6 months)

Getting Further Help

The Human Resources department is available to support any member of staff in understanding or implementing the content of this scheme and procedure.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.