



# AN INTRODUCTION TO BIKE TO WORK

COMPANY URL:

<https://setu.biketowork.ie/>



for all employee commuter needs



# THE BIKE TO WORK SCHEME

- Bike and accessories up to €1,250 for push bikes and €1,500 for pedal assisted electric bikes. Applications can be made every 4 years.
- Savings of between 31% and 51%
- Over 350 partner stores to choose from





## Paul Norton Ltd TEST



### Are you a new **user** ?

Welcome to BiketoWork, we are here to help you take advantage of the Government initiative offering tax-free bikes for cycling to work.

[MAKE AN APPLICATION](#)



### Are you a **registered user** ?

Completion of the Bike to Work Scheme is easy! Just login and follow the simple steps inside the site.

[LOGIN HERE](#)

[Help](#)



# STEP 1: SEARCH BIKE SHOPS



Congratulations you have taken the first step towards purchasing your Tax Free Bike. Completion of the Cycle to Work Scheme is easy, just follow these 2 simple steps!



To speed up your application time you can get an instant quote with Sona Bikes online. No need to visit the shop.

Get your instant quote now

**i** About the Cycle to Work Scheme  
Find out how to get a tax-free bike.

**Calculator** Savings Calculator  
Employees can enjoy savings of up to 51% off bikes or tickets.

## Step 1 - Get a Quote from a Partner Bike Shop

### Option 1: Visit a Partner Shop

Print off and bring this [Bike Shop Quote Form](#) and take it to one of our partner shops and ask the bike shop assistant to fill out the required details. The Bike Shop you choose must be from one of our partner bike shops. Failure to do this will result in your application being rejected.

Search Bike Shops

### Option 2: Browse online bike offers

Choose a bike online and make your application in 5 mins without leaving your desk. Quick and easy.



# CHOOSE FROM LIST OF PARTNER STORES



To speed up your application time you can get an instant quote with Sona Bikes online. No need to visit the shop.

Get your instant quote now



## 2Wheels Sandymount

📍 Preferred Supplier

☎ 012609675

🌐 [www.2wheels.ie](http://www.2wheels.ie)

🚲 Abus, Altura, BBB, Felt, Mavic, Raleigh, Scorpion, Shimano, Zipp

📍 Unit 1, 3 Sandymount Green, Sandymount, Co Dublin, D04

## 360 Cycles

📍 Preferred Supplier

☎ 01 853 3107

🌐 [www.360cycles.ie](http://www.360cycles.ie)

📍 360 Clontarf Rd, Dublin 3, Co Dublin, D03





# STEP 2: SUBMIT QUOTATION



## Step 2 - Return to this website and submit your Application online

Once submitted, your quotation will be reviewed by the person elected to manage the Bike to Work account in your company and if approved will be forwarded to Bike to Work for processing.

[SUBMIT QUOTATION](#)



We will keep you informed at all stages of the process and will provide you with a link to track the progress of your order. If you have any questions on the process please visit the FAQ section of our website.

# PROMPTED TO REGISTER PERSONAL DETAILS



Paul Norton Ltd TEST 29:21 Show PIN Support

## + Add New Order

**Employee** ←

Full name Paul Norton	Address
Work email paulhnorton@hotmail.com	Work phone +353861060909
	Employee ID / Staff number 1234567890

Edit employee

**Salary deduction** ←

How often is your salary paid? \*  
Select

How many deductions would you like? \*  
Please select a period first

# ENTER BIKE SHOP DETAILS

## Bike Shop

You can get a Bike to Work Ltd quote from any of Bike to Work Ltd's partner bike shops. Note that our General Suppliers may charge a handling fee on top of the advertised list price of the bike. Ask for a Bike to Work Ltd quote from the shop before placing your order. Our Preferred Suppliers will give you a quote based on their list prices without any handling fee to use your voucher. Shop around and contact us before redeeming your voucher if you wish to discuss your quote.

### Visit a Partner Store

If you prefer a face to face service, then you can choose from one of our partner stores nationwide.

  If you already have a quote from a Travel Hub Partner Store select this option and enter it.

County \*

Bike Shop Address:  
31 Ormond Quay Lower, D01 PY97, Dublin, Co Dublin, Ireland

Bike Shop Quote Number \*


This shop is one of our Preferred Suppliers. They will give you a bike quote for Bike to Work Ltd based on their list prices. Sale or discounted items may be excluded.

 I've got a quote for a Bike to Work Ltd from the shop.

### Online Bike Offers

  Browse online offers   Browse online offers

Choose a bike online and make your application in 5 mins without leaving your desk. Quick and easy.

  If you have already availed of one of these online offers select this option and enter the quote number that you were emailed.

Bike Shop \*





# ENTER DETAILS OF BIKE & ACCESSORIES

## Bike

NOTE: If you have received a discount from your Bike Shop you can provide for this by subtracting the discount from the value of your bike or your accessories in the list below

Bike type \*

Electric bike

Bike colour \*

black

Bike brand \*

Please select a brand

Bike model \*

If the Brand is not listed pick Other.

Under Revenue rules: Pedal bicycles, tricycles, and pedelecs (electrically assisted bicycle that requires some effort to propel) are eligible. The following items are not allowed: mopeds or scooters, second-hand bicycles or equipment, bicycle parts or associated equipment.

Bike size \*

small

Price (€)\*

1500

## Safety Equipment and Accessories

The accessories covered under the scheme only include the items in the **Accessory Name** list below. By completing this form you are confirming that all equipment is covered under this list.

Please Note: If you enter 2 for accessories such as tubes etc at each we will multiply the price by 2 for you.

Accessory name

Select

Description

Quantity

1


Price(€)

Delete accessory

These are the only eligible accessory types.

# PURCHASE AGREEMENT





Agreement created on 2022-01-06 by user #91770 Paul Norton

**Purchase Agreement between the Employer and Employee for the Provision of a Bike and Cycle Accessories under the Cycle to Work Scheme or a Public Transport Ticket under the Travel Pass Scheme.**

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**Key Information for Employees - Read This Information**

I agree to the Purchase Agreement

Submit order

# EMPLOYEE ORDER PROCESS FLOW

1

The Employee visits Bike to Work Ltd Microsite as provided.

2

Employee picks a preferred bike shop to visit and chooses their bike/accessories.

3

Submit quote details to your microsite and accept t&c of the salary sacrifice agreement

4

Hr receive confirmation of the application and approves the application.

5

Upon payment, Bike to Work Ltd releases a voucher and employee collects their bike from the shop.

6

Payroll commences employee's Salary Sacrifice.



## WORKING EXAMPLE

### Employee on higher rate of tax submits an order for 1,200:

Gross Salary Deduction per month over 12 months -  
€100

Net Salary Deduction per month over 12 months - €49

Total Net Cost - €588

➤ Total Saving - **€612**

### Employee on lower rate of tax (earns less than €36,800) submits an order for €1,200:

Gross Salary Deduction per month over 12 months -  
€100

Net Salary Deduction per month over 12 months - €69

Total Net Cost - €828

➤ Total Saving - **€372**