When does the scheme close?
The bicycle scheme closes on 13th November 2009. All Hire Agreements and Order Details forms must be received by this date.

Why is the Trust running the scheme?
The Trust is running the scheme as part of the Government’s Green Travel Plan, to encourage employees to ride a bicycle to work and aid in reducing congestion and environmental pollution.

Why should I join the scheme?
Not only will employees be taking advantage of a ‘tax free’ bicycle, making savings compared to the High Street; employees will additionally benefit from spreading the cost over 12 months direct from salary with no credit checking.

How does the scheme work?
Employees will be given the use of a brand new bicycle in return for a reduction in salary over a twelve month period. The bicycle must be used mainly for commuting to work (over 50% of its usage), but there is no requirement for employees to keep a record of work journeys. The bicycle can also be used for recreational purposes and by any member of the family.

Will the Trust be running the scheme again in the future?
The Trust will gauge response to the current scheme before deciding whether to run the scheme again in the future. It is recommended that employees order a bicycle now if considering taking advantage of a ‘tax free’ bicycle, as it cannot be guaranteed that the scheme will be offered again. It is also a possibility that the Government will revoke this initiative in a future Budget without prior notice, hence the scheme may only be available for a limited period.

Am I eligible to order a bicycle?
The scheme is open to salaried staff on the payroll of Poole Hospital NHS Foundation Trust (excluding Bank Staff) where salary does not go below the National Minimum Wage after the deductions have been made.

Can I order more than one bicycle through the scheme?
Employees can order up to two bicycles through the scheme, as long as the combined total Gross Salary reduction does not exceed £83.33 per month (£1000 over 12 months). A separate Hire Agreement form must be fully completed for each bicycle ordered.

What do I need to do if I want to order more than one bicycle through the scheme?
Employees must fully complete a separate Hire Agreement form for each bicycle ordered.

How do I pay for the bicycle?
The 12 monthly Gross Salary reductions and Disposal Fee deduction at the end of the scheme will be made direct from salary through Payroll, starting in December 2009.

Any questions?
E-Mail bikes@smehci.com or call 0870 3606323
Will I own the bicycle?
Staff will be given the opportunity to take ownership of the bicycles at the end of the lease period under a separate agreement, after the 12 monthly salary reductions and the Disposal Fee have been paid.

How much will I actually pay for a bicycle through the scheme, after the tax savings?
Payslips will show the Gross Salary reduction for the bicycle package, but this figure is then subject to savings on Income Tax, National Insurance and NHS Pension Scheme contributions. Refer to the brochure page 3 for an example price comparison and savings that can be realised. Note that actual savings depend on the tax situation of the individual. The figures in the brochure price comparison are an approximation/guideline only and may include roundings. Figures assume that employees remain in the scheme for the duration of the 12 month Hire Period and are members of the NHS Pension Scheme.

What is the Disposal Fee for & why do I have to pay it?
The Disposal Fee is the charge for the collection and disposal of the bicycle at the end of the loan period. Under a separate agreement after the loan period has finished, staff will be given the opportunity to take ownership of the bicycles. In this case, the Disposal Fee can be seen as the payment to take ownership. The Inland Revenue states that the bicycle can only be disposed of at the end of the loan period for a fair market value. Research shows that 10% of the initial value of the bicycle is an average fair market value figure after 12 months.

Can I order a different bicycle to those shown in the brochure?
Over 160 makes and model of bicycle can be supplied by mail order. It is possible to order different models/brands of bicycle to those shown in the brochure, depending on the stock situation with the bicycle supplier. Alternatively we can supply bicycles from participating local bicycle shops if preferred. Please refer to the Order Methods flow chart on page two of the brochure for further details.

If I order a mail order bicycle can I exchange it if I order the wrong frame size, don’t like the bicycle I ordered or change my mind once I have received it?
Employees can exchange the bicycle ordered through mail order after receiving it, but only if the bicycle is in brand new condition, has not been used and is repackaged securely in the original packaging. Employees will be charged an additional £50 fee to cover collection of the first choice bicycle and delivery of a new bicycle. To avoid this fee, it is important that employees order the correct frame size first time and ask advice when called to arrange delivery if there are any concerns.

Can I buy the bicycle cheaper elsewhere, rather than acquiring it through the scheme?
After the tax benefits available through the scheme are applied, bicycles will be considerably cheaper than any exact model and package employees will find on the High Street or internet.

Any questions?
E-Mail bikes@smehci.com or call 0870 3606323.
When will I receive my bicycle?
Employees will be contacted to arrange delivery (if ordered by mail order) or collection (if ordered through a local bicycle shop) after the Trust has authorised orders. This is usually within 4 weeks of submitting an order.

How do I order a bicycle?
To order a bicycle through the scheme, employees need to print off, fully complete and return both the Hire Agreement form and Order Details form. The Hire Agreement form must be countersigned by a witness, who must also be an employee of the Trust (work colleague/line manager).

Who needs to countersign/witness the Hire Agreement?
A representative of the Trust must countersign/witness the Hire Agreement. They must be an employee of the Trust and can be a fellow colleague or line manager.

Do I have to give all details requested on the Hire Agreement/Order Details forms?
It is important that employees complete both the Hire Agreement form and Order Details form in full, providing all personal information requested, to aid in identification through the authorisation process.

What figures do I need to fill in on the Hire Agreement form?
The Hire Agreement form must be completed in full. Employees must include the Gross Salary Reduction figure (NOT the actual reduction from Take Home Pay figure) and the Disposal Fee + VAT figure.

Do I need to provide my home address or the delivery address?
The Hire Agreement form must show the home address in the Hirer (employee) box. The Order Details form must show the delivery address of where employees would like the bicycle delivered to if ordered from the brochure. The Trust has requested that bicycles are not delivered to work addresses.

**PLEASE DO NOT REQUEST BICYCLES TO BE DELIVERED TO WORK ADDRESSES.**

Where do I return the completed Hire Agreement form and Order Details form to?
The completed Hire Agreement form and Order Details form can either be faxed to **01483 811243** or posted to the following freepost address:

**FREEPOST RRAK-LLCA-TKYE**
SME HCI Ltd
The Studio, Hunts Hill House
Hunts Hill Road
Guildford
Surrey
GU3 2AH

Any questions?
E-Mail bikes@smehci.com or call 0870 3606323.