



Maynooth University
Human Resources
Office

Cycle to Work Scheme

Author / Policy Owner:	Human Resources
Creation Date:	June 2022
Review Date:	August 2023
Version:	January 2012
Scope:	This scheme is available to all permanent employees of Maynooth University and employees employed on a fixed term or specified purpose contract basis

Maynooth University Tax Incentive Cycle to Work Scheme Details

About the Cycle to Work Scheme

The Cycle-to-Work scheme was launched by the Government in 2009 to encourage the use of bicycles to travel to and from work. The scheme allows for a civil or public service employer to incur the expense of providing an officer with a bicycle and bicycle safety equipment.

Under the tax friendly Cycle to Work scheme, Maynooth University as an employer, can facilitate the purchase a bicycle / pedelec / e-bike / cargo bicycle / e-cargo bicycle and / or safety equipment for an employee who agrees to mainly use the bicycle for the whole or part of a journey between their home and normal place of work. This will be treated as a tax-exempt benefit in kind. The scheme is implemented through a salary sacrifice arrangement, whereby the cost of the bike will be deducted from the employee's gross salary and the employee only pays Income Tax, USC and PRSI on the balance of their salary.

Under this scheme employees will save 20% or 41% on the cost of the bicycle and / or safety equipment, depending on their applicable tax band.

Terms and Conditions of the Scheme:

1. The scheme is open to all permanent employees of Maynooth University and employees employed on a fixed term or specified purpose temporary contract basis.
2. This scheme can only be availed of once every four years. The tax year in which the bicycle is provided counts as the first year. This applies even if the cost of the bicycle and safety equipment was less than the maximum limit.
3. The scheme only applies to bicycles and / or safety equipment available from one of the suppliers listed on the Tax-Free Bicycles website. The list of approved suppliers can be found at <http://taxfreebicycles.com/>
4. The tax-exempt benefit in kind for the bicycle and / or safety equipment will only apply where the employee mainly uses the bicycle for the whole or part of a journey between their home and normal place of work or in between workplaces. Any employee who wishes to avail of the scheme will need to sign [the Maynooth University "Cycle to Work Scheme Application and Agreement Form"](#) acknowledging this.
5. The tax-exempt benefit in kind will be limited to a maximum of:
 - €3,000 for a cargo or e-cargo bike and related equipment or;
 - €1,500 for a pedelec or ebike and related equipment or;
 - €1,250 for other bicycles and related equipment

For more expensive orders, the employee can arrange to pay the balance themselves directly to the shop.

6. The tax exemption does not apply if the employee pays for the bicycle / associated safety equipment and the employer processes a reimbursement. Therefore, Maynooth University must pay for the bicycle and / or safety equipment in order for the tax exemption to apply
7. The cost of the bicycle and / or safety equipment must be paid back to Maynooth University within 12 months. Where employment with the University is terminating prior to the expiry of the 12-month agreement, the outstanding debt for the bicycle / and or associated safety equipment will be deducted from the employee's final salary. In the event that there are insufficient funds available to meet the debt in full, the individual is required to personally reimburse the University. These arrangements also apply in circumstances where an employee

is due to avail of a career break before the cost of the bicycle has been fully reimbursed to the University.

8. It is the responsibility of the employee to inform the University of any changes in their circumstances.
9. Maynooth University accepts no liability or responsibility in the case of any injury that the employee may incur while using equipment purchased under this scheme.
10. Bicycles and / or associated safety equipment purchased under this scheme are the sole property and responsibility of the employee upon delivery.

Safety equipment covered by the exemption:

- Cycle helmets which conform to European standard EN 1078
- Bells and bulb horns
- Lights including dynamo packs
- Mirrors and mud guards
- Cycle clips and dress guards
- Panniers, luggage carriers and straps to allow luggage to be safely carried
- Locks and chains to ensure cycle can be safely secured
- Pumps, puncture repair kits, cycle tool kits and tyre sealant to allow for minor repairs
- Reflective clothing along with white front reflectors and spoke reflectors

The Scheme does not cover:

- The purchase of motorbikes, scooters or mopeds
- The purchase of second-hand bicycles or equipment
- The purchase of bicycle parts or associated equipment

How does the scheme work:

1. The employee selects a shop from the [approved suppliers list](#) and obtains a written quotation from the shop for the desired purchase.
2. On receipt of the quotation, the employee must complete the [Maynooth University Cycle to Work Scheme Application and Agreement Form](#). This form must be submitted, together with the quotation, to Human Resources (humanresources@mu.ie) or by internal post to Human Resources, Riverstown House, South Campus.
3. Human Resources confirms that the request meets policy eligibility criteria and sends the approved application to Tax Free Bicycles.
4. Tax Free Bicycles will generate a voucher for the employee to use in the designated shop when purchasing the bike and issue it to Maynooth University. Human Resources will arrange to send the voucher to the employee by email and employees will be required to confirm receipt of same.
5. The voucher can be redeemed by bringing it to the bicycle shop from which the quotation was received, along with a form of photo ID.
6. Once the voucher is purchased, the salary deduction will commence over a period of **12 months**, or a shorter term in the case of a temporary contract employee whose contract is due to cease in less than 12 months. In this instance the salary deduction will be in place for the remainder of the contract term.