

Cycle to Work - FAQ

1) Who can apply for Cycle to Work?

The cycle to work scheme is available to teachers, special needs assistants, clerical officers, caretakers and child care workers paid on payrolls operated by the Department of Education as paymaster. The applicant must be employed in a Permanent, Contract of Indefinite Duration (C.I.D), fixed term, or Regular Part Time capacity at the date of application. Casual or non-casual employees, substitute employees covering maternity leave, parental leave, sick leave, etc. are not eligible to apply.

2) How often can I apply?

An employee can only avail of the exemption once in any four-year period. The tax year in which the bicycle is provided counts as the first year the scheme is used.

3) What Bike shops can I buy my bicycle/cycle safety equipment from?

The full list of suppliers is available at the following link:

<https://www.gov.ie/en/organisation-information/8a2b8-cycle-to-work-scheme/>

4) I want to purchase my bicycle from Halfords, how do I get an invoice?

Once you have selected your bicycle from Halfords you will need to visit the following link to generate an invoice <https://teachers.biketowork.ie/>

Click "Submit Quotation" and input the required information as per the Quotation/Receipt/Order Summary from Halfords. This will generate a 'Bike to Work' invoice which you will need to submit with your application.

5) When is the Cycle to Work scheme open?

The Cycle to Work Scheme operates from January to October each year. All salary deductions must be completed by the last payroll in October of the calendar year in which they commence for Permanent teachers, or by the last payroll in August for employees on Temporary/Fixed Term contracts.

6) What amount do I enter in Part 5 of the Application form?

The salary sacrifice amount, is the total cost of the bicycle/cycle safety equipment, as specified on the quotation/invoice provided by the supplier. Please note the limit for Cargo bicycles and related safety equipment is €3000, for pedelecs or ebikes and related safety equipment the limit is €1,500; for other bicycles and related safety equipment the limit is €1,250.

7) How much will I have to pay?

The total cost of the bicycle and/or bicycle safety equipment as stated on the invoice from the supplier will be deducted from salary and the employee will not pay income tax, PRSI or Universal Social Charge on the remuneration sacrificed. This arrangement will operate until the salary sacrifice has been recouped in full and this will be reflected in his/her pay slips over that period.

The salary deduction option selected on part 5 of the Application Form, and the number of pay dates remaining to avail of the Cycle to Work scheme in the current year; determines the salary deduction amount per pay date. Employees also have the option to select 'Once off deduction' providing the basic fortnightly salary is sufficient.