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Dear All,

AcePSI are pleased to announce their new Cycle to Work scheme. With immediate effect, all UK (excluding self employed) employees will be able to sign up to the scheme in order to obtain bicycles and safety equipment saving income tax, national insurance and, in most cases, VAT!

AcePSI are partnering with Cyclescheme to administer this benefit. The tax exemption applies on bicycles and safety equipment, as long as the bicycles are used mainly for journeys made by you between your home and place of work. The scheme will work by having the bike and equipment cost deducted from your gross salary in instalments if necessary for a short term period.

How the scheme works:

- Visit a Cyclescheme Partner Shop and get a written quote for the bicycle and safety equipment you wish to obtain through Cyclescheme.
- When you have your quote you need to enter your personal details and the bicycle and safety equipment details online by going to [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk) and selecting the link at the bottom of the page 'Request a Voucher'. Please note that upon this page you will be required to enter an Employer Code – 4a432d
- Your employer needs to review your application and if you are eligible your voucher will be ordered.
- When you receive your Cyclescheme voucher phone the bike shop before you go to collect the bike to ensure it's ready. Don't forget to take Photo ID when redeeming the voucher in the shop.

You can check how much you could save by joining the scheme, find your local Cyclescheme Partner Store, and request your voucher at the following address:

[www.cyclescheme.co.uk/4a432d](http://www.cyclescheme.co.uk/4a432d)

If you have any questions or queries regarding the Cyclescheme, please do not hesitate to ask.



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