

## **Provision of Bicycles for Employees**

The Law Society is subscribing to the above initiative provided for in Budget 2009. This provision allows an employer to provide a bicycle / bicycle safety equipment to a maximum value of €1,250 and a maximum value of €1,500 for electric bicycles (pedelecs or ebikes). The cost will be recovered from the employee by way of salary sacrifice and thus there is a tax and PRSI / levies saving to the employee. For example, on expenditure of €1,250, if you earn less than approximately €40,000, the saving is €350 and over that amount €600 (these amounts are for illustrative purposes only).

The bicycle / safety equipment must be used for the whole or part of an employee's journey between home and work.

The benefit can only be availed of once in 4 years by an employee even if the original amount spent is less than €1,250 or €1,500 for electric bicycles.

The benefit only applies where the Law Society pays directly for the bicycle / safety equipment. The employee must provide a written quotation and will be issued a cheque in favour of the bicycle shop etc and must return a "paid" invoice.

Application must be made on the attached form.

**Provision of Bicycles for Employees**

**Exemption from income tax in respect of benefit in kind**

Employee Name: .....

Location: .....

I wish to make an application in accordance with the Law Society's policy in relation to the above.

Bicycle / safety equipment which it is intended to purchase:

.....  
.....  
.....

Seller / retailer: .....

Total cost: .....  
(Quotation attached)

Date: .....

I confirm that it is in order for the Law Society of Ireland to deduct the above amount from my wages / salary over the following 12 months / 52 weeks, following from approval of this request.

I confirm that the bicycle / safety equipment will be used mainly for travelling to and from work or between work places and that the bicycle is solely for my own use.

I confirm that I have not availed of the cycle to work scheme in the past 4 years, either through the Law Society or another previous employer.

Please confirm if this application is for a pedelec or an ebike:     Yes     No

Signed: .....  
( ..... )

Date: .....

Approved:	_____
Amount:	_____
Code:	DR 60191 SOCTY
Payee:	_____
Payroll:	_____

To:	
1. HR	<input type="checkbox"/>
2. Accounts Payable	<input type="checkbox"/>
3. Payroll	<input type="checkbox"/>