

When can I join the Scheme?

You can opt to join the Scheme at any time throughout the year.

What is included in the Car Benefit Scheme?

- A brand new car of your choice
- Maintenance of the vehicle including all servicing and tyres
- Fully comprehensive motor insurance including all business travel for you. Any additional drivers are insured for social, domestic and pleasure purposes only unless requested otherwise
- Protection against penalty charges incurred as a result of exiting the scheme early due to you leaving your employer and returning a vehicle as a result of redundancy, loss of life and loss of licence on medical grounds
- Annual road tax
- Roadside assistance (homestart & recovery, UK & European cover)
- Relief car for when your car is off the road (if selected)

Could I get a similar deal by visiting my local motor dealer?

No, the Tax, National Insurance and fleet discount savings are only available via a salary exchange arrangement through your employer. There is also no deposit to pay, which is usually a substantial amount from a dealership.

How will a Salary Exchange Scheme affect my pension?

With a company pension your salary and the value of any salary exchange benefits may be considered as pensionable earnings.

Will Salary Exchange for the Scheme affect my Tax Credits?

Most people benefit but, if you are lower paid and claiming benefits or tax credits, before signing up for this scheme you should contact the HM Revenue and Customs for advice - Telephone 0345 300 3900, to check how using this scheme could affect your situation.

What happens if I go on maternity, paternity or adoption leave during my employment or have a long-term absence from work?

Participation in the Car Benefit Scheme will not take your gross pay below the statutory minimum levels applicable during periods of maternity, paternity or adoption paid leave and you may continue to have use of the vehicle. In these circumstances, you will need to provide your employer with a copy of your MAT B1 or adoption approval letter.

Where you are absent from work and your pay either falls below the statutory minimum levels or you are in receipt of no pay in any month, the salary exchange agreement will be suspended for that month.

Continued overleaf...

Will the Salary Exchange Scheme affect my application for loans or mortgages?

The lender will write to your employer for a reference and they will be provided with details of your Notional Salary which the majority of lenders will accept.

What if I also want to participate in other Salary Exchange Arrangements?

You will be able to participate in all schemes, provided you meet the rules of entry for each scheme and the reductions for your chosen salary exchange options do not take your salary to a rate below the National Minimum Wage.