

# Salary Sacrifice Scheme



**Knowles  
Fleet**  
Working together for you

**All you need to know**

# Salary Sacrifice Scheme

The scheme enables you to drive a brand new car of your choice with all the main running costs such as servicing and maintenance, insurance, road tax, breakdown and recovery, included in a fixed monthly amount which is paid through salary sacrifice. The choice of vehicles is huge including an extensive electric range.

## What is salary sacrifice?



Salary sacrifice is when you agree to swap part of your monthly salary for a benefit provided by your employer, such as a car.

The payments are taken from your gross pay which means your tax, national insurance and pension contributions are calculated from a lower salary - and you benefit from the savings.

This arrangement is reflected in your contract of employment for the duration of the benefit agreement and at the end of this, your salary will return to its former amount.

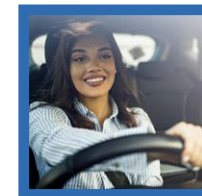
## Scheme benefits

The scheme offers an easy, cost effective way to drive a new car that takes advantage of public sector discounts, with lowest prices guaranteed.



### Key benefits include:

- Road tax and fully comprehensive insurance (for any number of drivers)
- Vehicle maintenance and servicing costs, including new tyres
- Significantly lower benefit tax for hybrid and fully electric models
- 24 hour breakdown cover
- A huge choice of vehicles
- No deposit or credit checks required
- Simple ordering process
- Option to purchase the car at the end of the agreement



The scheme is designed and managed by leading specialists Knowles Fleet who will handle all the administration for you.

## What should I consider?

Before joining the scheme, it is important to consider the following areas and seek advice if required:

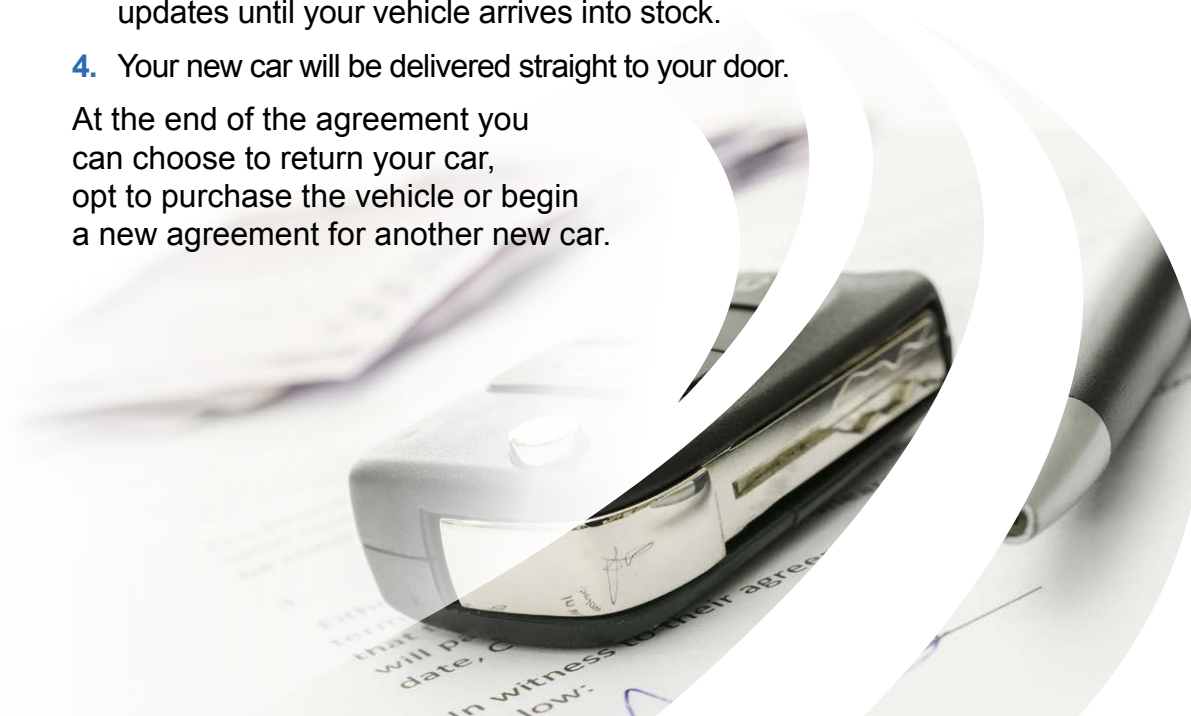
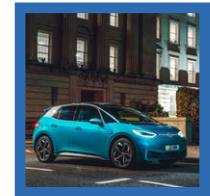
- **Pension** – sacrificing part of your salary could affect your state or private pension.
- **Unpaid leave** – if you are taking an extended period of unpaid leave, you should still be able to fulfil the monthly payments.
- **Leaving** – consider whether you might resign from your post within the next 24 months (minimum term of car lease agreement).
- **Working Tax Credits** – seek advice if you receive Working Tax Credits.
- **Maternity pay** - taking part in the scheme could reduce your occupational maternity pay as this is calculated on a lower salary. If you fall pregnant during the lease term, please contact the Salary Sacrifice team as soon as possible.
- **On call work** – if you make regular home to base mileage claims, HMRC classes this as 'personal' not 'business' mileage and applies a fixed fuel tax. This may be more than your mileage claim.

## How do I join the scheme?

Joining the scheme couldn't be easier. Just follow the simple steps below and you'll be on the road to driving your new car:

1. Visit your organisation's personalised microsite and request quotations for any cars you are interested in leasing.
2. Submit your quotation from Knowles Fleet to proceed with lease agreement.
3. Once your employer confirms you are eligible to join the scheme and authorises your application, we will place the order and provide weekly updates until your vehicle arrives into stock.
4. Your new car will be delivered straight to your door.

At the end of the agreement you can choose to return your car, opt to purchase the vehicle or begin a new agreement for another new car.





**Where** can I get more information or help?

If you have any questions, simply call the Knowles Fleet Quotations team on 01206 255420.

[www.knowlesfleet.com](http://www.knowlesfleet.com)



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