

# Employer guide

– get started with EpassiBIKE.



The logo for EpassiBIKE features a stylized bicycle icon in white and orange, followed by the text 'EpassiBIKE' in a white, sans-serif font. The 'E' is orange, and 'BIKE' is pink.

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# What is a bike benefit?

Employers can offer this tax-free benefit to employees for a benefit value of up to 3000 SEK per year. Because the bike benefit is deducted directly from the employee's salary as a leasing payment, the employee does not have to pay the full bike price all at once. Due to the tax benefit and social cost savings, the employee can save on average 20-35 % of the original price of the bike when they redeem the bike for themselves after the leasing period. The benefit also includes optional bike accessories if the employee wishes to add anything to the bike package.

The structure of the bike benefit is very beneficial, both for you as an employer and for the employees.

## Why you should offer EpassiBIKE to your employees.

Who doesn't want to save money when buying a new bike? More and more people are looking for an easy way to get benefit bikes. The bike benefit is relatively new on the market, but it has already grown to be one of the most requested benefits. In fact, 16% of all offers that Epassi sends out right now are for EpassiBIKE, and the benefit has only been around since the fall of 2022.

Commuting by bike is an easy way to add physical activity to your everyday life. Regular cycling has been shown to have significant benefits for wellbeing at work and for the environment:

**470 kg  
CO2-ek**

less emissions when cycling 100 km per week during the summer season (6 months) instead of driving a car.

**20-50 %**

higher productivity for people who are active and take care of their health.

**1 day/  
year**

less sick leave for every person who actively cycles to work.



# Why choose EpassiBIKE?

## » **One Epassi, all the benefits.**

We are passionate about employee benefits and offer several different services, with EpassiBIKE being the latest addition.

## » **Available in the Epassi app.**

Employees have access to EpassiBIKE in the app. There, they can easily access information and inspiration about their bike benefit.

## **Beneficial agreements.**

» The benefit is cost-neutral for you as an employer thanks to savings in social costs. Implementation is free of charge – you only pay for the benefit bikes that are taken into use by your employees.

## » **Reliable reporting.**

We'll deliver a report on deployed bikes directly to your payroll department whenever contracts start, end or are interrupted. The report will include information on both the employee, their bike as well as the start and end dates of the leasing period.

## » **Consolidated invoicing.**

The monthly invoice includes the lease payments for all bikes plus the EpassiBIKE management fee.

## **Nationwide service.**

» EpassiBIKE partner stores serve customers all over Sweden. Check out our ever-growing merchant network [here](#).

## » **We finance even pricier bike orders.**

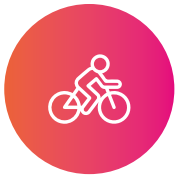
We work in cooperation with banks and major financial companies.

## » **Flexible arrangement.**

If an employee ends their employment during the leasing period, they can either redeem the bike for themselves or return it to Epassi's network of bike merchants through the [Interruption Protection](#).

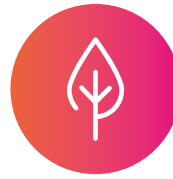


# Advantages for the employer.



## **Encourages to exercise** –

The bike benefit encourages employees to exercise and supports their wellbeing. Employees who are more active feel better and have more energy, which reduces sick leave\*.



## **Promotes sustainability** –

A concrete and easy way to promote responsible and sustainable modes of transportation in your company. By reducing just a few parking spaces, you can also bring significant savings to the company.



## **Strengthens employer image** –

A cycling benefit makes you more attractive as an employer, which helps you recruit new talent and retain existing employees in the workplace. The benefit acts as a cost-effective reward system – a simple way for you to give your employees a little extra care.



## **Easy service model** –

The service is easy to use, and we take care of the orders of bikes. The implementation of the benefit is free of charge and 100% cost neutral for the employer when the benefit is offered as a full payroll deduction.

## Get started easily.

- 1. SIGN THE DIGITAL SERVICE CONTRACT**  
The service contract can conveniently be signed digitally. Your company is then ready to take the bike benefit into use.
- 2. INTRODUCE THE BIKE BENEFIT TO YOUR EMPLOYEES**  
After the details on how the bike benefit will be provided in your company is defined (on top of salary, partly on top of salary or fully as a salary deduction), we will send over comprehensive materials for internal communication.
- 3. EMPLOYEES ORDER BIKES**  
Onboarding and start date for EpassiBIKE is always the 5th of every month. Activate the bike benefit for your employees in Epassi's portal – then the employees can start ordering their new benefit bicycles.
- 4. SALARY REPORT**  
We'll deliver a report on deployed bikes directly to your payroll department whenever contracts start, end or are interrupted. The report will include information on both the employee, their bike as well as the start and end dates of the leasing period. You can also see all active bike contracts in the Epassi portal for employers.



\* According to studies on how the impact of active commuting can reduce sick leave.

# Advantages for employees.



## Remarkable savings!

A tax-free benefit that can save you on average 20–35% on the purchase price of a new bike. A convenient monthly payment makes it easier to get a valuable purchase.



## Comprehensive range.

You can shop at our partner stores, found all over Sweden, or you can find a bike online and order it via our order form found in [epassibike.se](https://epassibike.se). The bike will then be delivered directly to you.



## Covered by home insurance.

Benefit bikes are generally covered by home insurance. If something were to happen with the bike, Epassi will cover the home insurance deductible cost up to 50K SEK. That way Epassi can ensure EpassiBIKE users that they'll receive a new bike without paying anything extra.

## Ordering a benefit bike is easy.

Before employees can start ordering benefit bikes, you need to activate their bike benefit in the Epassi portal for employers. All employees are then assigned an EpassiBIKE code in the Epassi app or the web portal. It is this unique code that they will use when they order their new benefit bike.

### PARTNER STORE

1. Choose the bike and optional accessories together with the sales representative.
2. The sales representative will send us the details of your order. Remember to tell them your EpassiBIKE code.
3. We will process your order within a few working days, after which you can collect your bike from the shop.
4. Once the bike has arrived, let us know that the bike has been delivered. Enjoy your new bike!

### ONLINE

1. Find the bike of your dreams online in one of our affiliated bike partner's webshop.
2. Open our online order form and submit the weblink to the bike and your single-use EpassiBIKE code provided by your employer.
3. Select your delivery address and complete the order.
4. Once the bike has arrived, let us know that the bike has been delivered. Enjoy your new bike!

The order will automatically be accepted within 10 days of delivery if no notification to Epassi has been given.

### Some of our partner stores:



# Cost calculations.

Calculations of costs and savings.

## Example 1.

- Bike price 9.500 kr
- Marginal tax 33%
- Monthly net cost 163 kr
- Estimated residual value\* 1.900 kr
- Employee savings 1.732 kr (18%)
- How is this calculated? 9.500 kr -  
(163 kr x 36 månader + 1.900 kr)

## Example 2.

- Bike price 20.000 kr
- Marginal tax 55%
- Monthly net cost 230 kr
- Estimated residual value\* 4.000 kr
- Employee savings 7.716 kr (39%)
- How is this calculated? 20.000 kr -  
(230 kr x 36 månader + 4.000 kr)

\*(if we calculate with a residual value of 20%, which is a good estimation after 3 years. The bike residual price is always determined by current market value.)

\*The calculation is an estimate. Employee salary and marginal tax affects the savings. In the examples, the taxable value is deducted from the employee's gross salary. With more expensive bikes, some net salary deductions can be included. Epassi will send a calculation about the gross salary and net salary deductions (if any) via payroll report about each employee.

In our calculations, we take into account the employer's savings on social costs due to the gross salary deduction. We forward these savings to the employee in a way that the salary deductions are lower than the real monthly leasing rents. So, the employer deducts less money from the salary compared to what is invoiced, thus making the benefit cost-neutral for the employer at the same time as the employee can save more money.



## Matters to be considered.

### Bike benefit policy.

The employer has the option to compile a bike benefit policy that defines company-specific practices in special situations. For example, the employer may require the employee to redeem the bike if the leasing contract is interrupted, or limit the benefit to only permanent employees. You can get a customisable bike benefit policy template from Epassi.

#### » When an employee's contract terminates, the options are:

1. The contract is transferred to the new employer where the employee keeps leasing the bike.
2. The employee redeems the bike by paying the remaining amount of the leasing contract.
3. The employer assigns the bike to another employee.
4. The company keep paying the monthly fee for the bike, and use it as a shared office-bike, for example.
5. The company pays off the monthly lease payments for the lease period and takes ownership of the bike immediately.
6. Employee uses Interruption protection to return the bike to an affiliated bike partner store for 2.500SEK return fee. The bike needs to be in good shape for this.

#### » When an employee is on a long unpaid leave of absence, the options are:

1. The lease payments during the period of absence are deducted from the employee's last salary before the absence.
2. The lease payments during the period of absence are deducted from the employee's first salary after returning from the absence.
3. The lease is terminated with existing lease payments paid all at once.
4. Employee uses Interruption protection to return the bike to an affiliated bike partner store for 2.500SEK return fee. The bike needs to be in good shape for this.





**It's easy to introduce the bike benefit to your company.**

[\*\*ORDER A SERVICE CONTRACT HERE\*\*](#)

