



Regulation for Financing Purchase E-bike

TU/e

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UNIVERSITY OF
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TU/e endeavors to reduce the use of the car for commuting to and from work. This fits in with the mobility vision of TU/e and the efforts to create a sustainable campus. Within this framework, TU/e stimulates employees who now commute to work by car to purchase an E-bike for traveling to and from work.

‘E-bike Pre-Financing Application’

Besides the existing [Bicycle Plan](#), TU/e is offering employees who purchase an E-bike the possibility to pre-finance the cost up to a maximum sum of €1.200, which can be repaid by equal monthly deductions from the employee’s salary over a period of maximum one year.

If an employee has not used the Bicycle Plan in the last 36 months, the pre-financing regulation for purchasing an E-bike in combination with the Bicycle Plan can be used. If the employee had used the Bicycle Plan during the last 36 months, then he/she can also use the ‘E-bike purchase pre-financing’ regulation on condition of selling 38 leave hours. Both situations are elaborated in a calculation example (see ‘Calculation examples’).

Regulation

Employees, who purchase an E-bike and meet the conditions stated below, can submit a form called ‘E-bike Pre-financing Application’ for requesting pre-financing up to a maximum sum of €1.200.

When the E-bike is purchased from a supplier, the employee shall first pay the entire invoice (including the amount for pre-financing). After receiving the form ‘E-bike Pre-financing Application’ (available via HRM, see procedure below), the pre-financed amount (up to €1.200) is transferred to you via the financial administration department (F&C).

The pre-financed sum is deducted from the employee’s salary in equal monthly amounts over a period of maximum 12 months. The employee can also choose to settle the amount in a shorter period of time. However, the deducted monthly sums must be equal. In addition, the employee can also choose to settle the pre-financing amount in one lump sum via the vacation allowance in May.

If during the period of the pre-financing the employee is dismissed, the outstanding amount is deducted directly from the final settlement.

Conditions for pre-financing the purchase of an E-bike

- This regulation applies only to TU/e employees; not to their family members.
- The request for pre-financing must be submitted within one month after purchasing the E-bike.
- The remaining employment period must be at least 12 months following the commencement of the pre-financing scheme.
- The E-bike is used for commuting to and from work on more than 50% of the work days.
- The employee is required to use the option of ‘sale of 38 leave hours’:
- Via the option of ‘submission of leave hours’ (at €20 per hour) if the [Bicycle Plan](#) is used.
- If the Bicycle Plan has already been used: by selling 38 hours via the [Selection Model for Conditions of Employment](#).
- The employee must sign the ‘E-bike Pre-financing Application’ form in which he/she declares to be fully informed about the regulation and conditions for pre-financing.

Calculation examples

It is not possible to create a generic calculation model or purchasing an E-bike, because the calculated sums and the selected options differ per employee. Issues that affect this are the purchase price of the bike, participation or not in the Bicycle Plan, the employee's salary and the tax rate on this salary.

Calculation example A: Employee uses the pre-financing regulation combined with the Bicycle Plan

Calculation of the financing via the Bicycle Plan:

Suppose you buy an E-bike of €2.500 and conclude an insurance policy for this bike. You finance €760 of the purchase price via the Bicycle Plan. This is the maximum amount that you are allowed to finance via the Bicycle Plan. (This example does not include co-financing the maintenance. For this, see the calculation example in the [Bicycle Plan](#)).

The E-bike (including the insurance) can be settled in one go. For this, you submit the minimum number of 38 leave hours @ €20 (mandatory if you use the pre-financing regulation). The total is then €760*. This net amount (€760) is paid to you together with your salary.

You can use the 'E-bike purchase pre-financing' regulation (up to maximum €1.200 net). After applying for the pre-financing via the 'E-bike pre-financing application' form, the financial administration (F&C) transfers the sum to you.

If you buy an E-bike of €2.500, then the costs are as follows:

Financiering via Selection Model for Conditions of Employment Bicycle Plan (Dutch: Keuzemodel Arbeidsvoorwaarden Fietsenplan)

Purchase of an E-bike	€ 2.500,00
Submission of 38 leave days (minimum)	€ 760,00
Outstanding amount	€ 1.740,00
Prefinancing from TU/e: max. (Monthly repayments via your salary in equal amounts)	€ 1.200,00
To be paid by you directly to the supplier:	€ 540,00

Calculation example B: Employee stakes the pre-financing regulation without the Bicycle Plan

You sell 38 leave hours for staking the pre-financing regulation. For this, you apply the following formula:

*Full-time gross monthly salary x 0.704% x 38 hours = gross amount x 58%** = net amount*

For the remaining amount, you can use the 'E-bike purchase pre-financing' regulation (up to maximum €1.200 net).

You can ask via the 'E-bike pre-financing application' form to have TU/e transfer this amount to you.

Subsequently, this amount is deducted from your salary in monthly installments of equal amounts (maximum 12 months).

Example for an employee in Scale 6, Rung 5 (full-time gross salary €2.198):

Sale of 38 leave hours: €2.198 x 0.704% x 38 = €588 gross x 58%** = €341,05 net

Financiering via sale of 38 leave hours

Purchase of an E-bike	€ 2.500,00
Sale of 38 leave hours	€ 341,05
Outstanding amount	€ 2.158,95
Pre-financing from TU/e: max. (Monthly repayments via your salary in equal amounts)	€ 1.200,00
To be paid directly to the supplier:	€ 958,95

Procedure

If you want to use the pre-financing regulation for purchasing an E-bike, please contact Mrs. Vissers (HR Services Team) for an appointment: e-mail: M.M.P.W.Vissers-Weijts@tue.nl, internal telephone number 4486. Together with you, she will check which regulations you can use, will inform you about the various options, and will assist you with filling out the required application form.

This information has been updated on November 1, 2021.

* If you chose not to conclude an insurance policy when purchasing your E-bike, then you finance €760 by submitting 38 leave hours @ €20 per hour. Mrs. Vissers, who fills out the form together with you, can inform you about the various options. Attention: This example does not include the costs of the insurance. For this, see the calculation example in the Bicycle Plan regulation.

** This applies to a tax rate of 42%. Depending on your taxable annual salary (this is stated in your annual salary statement), this percentage can also be 36.25% or 52% and depending on this percentage, the net tax benefit also changes. In the box 'General Details' (Dutch: algemene gegevens) at 'Percentage Payroll Tax Special Rate' (Dutch: Perc. LH bijz. tarief) in the left-hand bottom on your salary slip, you can see which percentage applies to you. In case of a tax rate of 36.25%, your net benefit will be 63.75% and in case of a tax rate of 52%, your net benefit will be 48%.