

Is Your Business Ready for a EV Salary Sacrifice Scheme?

A quick employer checklist from SalSac



Use this checklist to identify the key decisions and information needed before launching an electric vehicle salary sacrifice scheme.



1. Business objectives

- ☐ We have identified why we want to introduce the scheme.
- ☐ Our objectives include employee retention, recruitment, sustainability or benefits enhancement.
- ☐ We have an internal sponsor responsible for progressing the scheme.



2. Employee eligibility

- ☐ We know which employees will be eligible to participate.
- ☐ We have considered minimum salary and National Minimum Wage requirements.
- ☐ We understand how the scheme may affect pension contributions, statutory payments & other benefits.



3. Finance and payroll

- ☐ Our payroll team has been involved in the initial discussion.
- ☐ We understand how salary deductions & benefit-in-Kind reporting will work.
- ☐ We have estimated likely employee participation.
- ☐ We have reviewed the potential employer National Insurance savings.
- ☐ We have decided whether the business will make an employer contribution.



4. Risk and governance

- ☐ We have considered how employees on parental leave, longterm absence or notice periods will be treated.
- ☐ We understand the protection available for early termination.
- ☐ We have agreed who will approve employee vehicle orders.
- ☐ We have considered data protection, employment documentation and internal governance.
- ☐ Our legal, finance or procurement teams know what information they will need.



5. Scheme design

- ☐ We have considered which vehicles and price ranges should be available.
- ☐ We have decided whether motor insurance, maintenance and home charging should be included.
- ☐ We have agreed any employee scheme restrictions.
- ☐ We have considered expected delivery times and employee expectations.



6. Launch and engagement

- ☐ We have identified an appropriate launch date.
- ☐ We have an internal communications channel for promoting the scheme.
- ☐ We plan to provide employees with clear savings illustrations and FAQs.
- ☐ Managers and HR teams will know where to direct employee questions.
- ☐ We have considered a webinar, launch event or employee demonstration.



Your Result

- ☒ **18-26 boxes checked:** Your organisation is well positioned to move towards implementation.
- ☒ **12-17 boxes checked:** You have a strong foundation, with a few areas to clarify.
- ☒ **Fewer than 12 boxes** An initial SalSac Scheme-Design Session will help guide you.



Next Steps

Speak to SalSac to review your checklist, explore the potential savings and develop a scheme designed around your workforce. Call us on 0330 174 6768 or visit our website at www.salsac.co.uk for more information.