

## Company Car Allowance Scheme

- 1 The car allowance will be paid based on the Band relevant for your position.
- 2 One 12<sup>th</sup> of the payment will be made as a gross payment through the employee's monthly pay. The value will be subject to the normal tax and National Insurance deductions.
- 3 The employee is responsible for purchasing a suitable vehicle for business use. Where any car exceeds the 6 year age limit, an annual extension can be agreed, subject to the Finance Director's discretion. Condition, appearance, mileage and safety of the car will be determining factors.
- 4 The vehicle purchased should be no more than 160 CO<sup>2</sup> in g/Km.
- 5 The employee is responsible for obtaining business insurance and maintaining the vehicle in good working order and is responsible for all associated costs.
- 6 The employee is required to comply with the company's Vehicle User Agreement and to provide all the documents specified.
- 7 The legal responsibility for the vehicle remains with the employee.
- 8 The employee can claim a mileage rate for business miles travelled based on the HMRC published Advisory fuel rates made through the usual monthly expense process.
- 9 Should the employee wish to revert to a company vehicle then six months notice of this request should be given in writing to the Finance Director.

**Nelson Williams**  
**Managing Director**

*(This Policy will be reviewed in April 2021)*

