

Flex Income Plan - Frequently Asked Questions

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Location of all Flex Income Plan Policies

Overview of all policies: [Flex Income Plan \(FIP\) - All Documents \(biocartis.com\)](#)

FIP policy: [0. FIP Policy - EN - v20220401.pdf \(biocartis.com\)](#)

Bicycle policy: [1. Fietspolicy - EN - v20210701.pdf \(biocartis.com\)](#)

Multimedia policy: [2. Multimediapolicy FIP - EN - 20210501.pdf \(biocartis.com\)](#)

Car Downgrade Budget policy: [3. Downgrade company car vs bike lease - ENG.pdf \(biocartis.com\)](#)

Budget creation – Seniority leave

1. Can you purchase (rather than sell) seniority vacation days with the FIP budget?

No. You can only sell seniority vacation days and convert them into additional FIP budget. Not the other way around.

Budget creation - Car Downgrade Budget

1. What are the criteria to be able to use the Car Downgrade Budget?

You can find the full policy on this at the following location: [3. Downgrade company car vs bike lease - ENG.pdf \(biocartis.com\)](#)

2. Can I use the Car Downgrade Budget with my current lease car?

No. You can only choose to downgrade your car budget prior to ordering a new lease car. For the exact procedure, we refer to the policy: [3. Downgrade company car vs bike lease - ENG.pdf \(biocartis.com\)](#)

3. Will the remaining balance of my Downgrade Budget be paid out in December if I have not spent it in full in FIP?

No. It is not possible to receive (a part) of this Downgrade Budget in cash or to carry over the unused balance to a subsequent calendar year.

4. Will the difference between Car Downgrade Budget and lease cost automatically be added to my budget in the FIP tool?

No. Please note that if you choose a lease car whose final lease cost is slightly less than the proposed reduced lease budget (Car Downgrade Budget), this difference will not be added to your budget in your FIP-tool account. Therefore, first determine the budget for your bicycle lease.

Budget creation – Wellbeing

1. I only want to use my wellbeing budget, and not my end-of-year premium. How can I do this?

The FIP tool automatically uses your wellbeing budget first, and only then your end-of-year premium budget. So if you choose a maximum of €250,- in benefits, your end-of-year premium budget will not be used for this.

2. Biocartis offers a wellbeing budget of €320,-. When I choose to bring in a receipt through "Mindfulness & Sport", do I get paid this full amount?

No. Specifically, this reimbursement is subject to social security and income tax. This has a number of implications, most notably:

- There is a 28% employer's charge applicable on top of the reimbursed amount: this cost is also charged to the budget. Hence in the FIP tool you will find a total wellbeing budget of $250 + 28\% = 320$ EUR. This ensures that you will be able to reclaim the full budget of 250.
- The reimbursement, 250 EUR, will be subject to social security and withholding tax. Concretely, the reimbursement will be translated in your payroll as follows:
 - Gross reimbursement: 250 EUR
 - Social Security Contribution: - 32,68 EUR
 - Withholding tax: -116,27 (*)
 - Net that will be reimbursed on your bank account: 101,05 EUR

(*) the amount of withholding tax will depend on your annual taxable income, in this example the highest rate (53,5%) was applied. In reality, this could possibly be a bit lower, depending on your fixed salary.

Thus, net you will not see the full amount of EUR 250 appear on your bank account because Biocartis is legally obliged to withhold social security and withholding tax.

3. Will my wellbeing budget automatically be paid out at the end of the year, together with my end-of-year premium?

No. We apply the "use it or lose it" principle: the unused budget expires per calendar year on December 31st and can therefore not be paid, nor transferred.

Mobility – Bicycle lease

1. Is there a list of all the bicycle models I can choose from?

No. There is no limit to the choice. You just go to the bike store where you want to buy your bike and choose the model, version, ... You ask the shopkeeper to make you an offer and send it to Team Cyclis (e-mail address will be mentioned in the FIP tool). Then Team Cyclis will give you a leasing offer which you can convert into an order in the FIP tool. The bike stores which participate in the Team Cyclis network are listed on the Team Cyclis website ([Vind Een Lokale Fietswinkel Tussen De 1000 Winkels Via Onze Dealermap | Cyclis](#)). If you still want to go to another bike store, Team Cyclis will contact that bike store to find out if they also want to join their network.

2. The lease period runs for 36 months. After that, is the bike owned by Team Cyclis or by me?

The lease bike is property of Team Cyclis. At the end of the lease period you have the choice of taking over the bicycle at its residual value or returning it.

3. What is the residual amount of my lease bike at the end of the 36-month lease period?

The residual value is determined based on a percentage calculated on the order price. This percentage is fixed, regardless of the type of bicycle. The remaining amount will always be 16% of the order total (list price bicycle + accessories).

4. What exactly is the financial benefit of the leased bike?

During the lease period you are the user of the bicycle and as far as you use the bicycle regularly for commuting you will have a taxable benefit for the provision of the bicycle. The monthly lease is financed through the FIP tool. Herein lies the financial benefit. If you would have the same amount paid out as an end-of-year premium, of the gross amount (100%) only 40% would be net. With the bicycle lease you exchange a part of your gross end-of-year premium (100%) for a bicycle (100%), so you do not pay the social security and withholding tax (60%) to the government, but instead you finance the bicycle with the full budget.

If you do not use the bicycle for commuting, there is no difference with the payment of the end-of-year premium. Financially it will in that case be exactly the same, because then you have to pay Social security contribution and withholding tax on the bicycle.

5. If I opt for an extra maintenance budget included in my lease bike, is this cheaper than if I were to opt for this maintenance budget afterwards or separately via the Bike Repair Voucher?

Yes. When you use your lease bike for commuting, the payment of social security and withholding tax is not applicable. The leasing contract already includes a maintenance budget of 300 EUR. If you want to increase this to, say, a maximum of 1200 EUR, this is also subject to the same conditions (no social security and withholding tax). You can then use this to buy extra accessories, such as a second battery, carry out maintenance on your bike, etc.

If you opt for the separate Bike Repair Voucher, this will be subject to social security and withholding tax.

6. If I choose a lease bike, but it is only available after 6 months, does the financing of the bike start immediately?

No. Your lease budget will only be financed from your FIP budget as of the moment your lease period starts, i.e. upon delivery of the bicycle.

7. What happens if I leave the company before the end of the lease period?

If you leave the company before the end of the lease term, you will have to either:

- take over at a residual value/carrying value;
- return the bike upon payment of a cancellation fee. In this case you will have to return the bike and its accessories (parts and accessories) to the leasing company (currently CYCLIS Bike Lease), subject to the payment of a break fee of 6 x the monthly lease amount.

8. What happens if the bike gets stolen or is declared total-loss during the lease period?

In case of damage or theft, you must inform TeamCyclis within 48 hours. In case of damage, TeamCyclis always expects visual material of the damage. In the event of theft or vandalism, you should always have a police report drawn up and send it to TeamCyclis together with a photo of the two keys with a visible key number.

Please note that damage or theft may be covered by the insurance applicable to the lease bikes. More information on this can be found in the Cycling Policy or can be obtained from TeamCyclis (info@CYCLIS.be).

If your bicycle is stolen or declared total loss, you will receive a discount on your new lease because it is an involuntary breach of the lease contract. Some examples for a leasing of a EUR 6,500 bike with a maintenance budget of EUR 300:

Example 1 : the bike is declared stolen/total loss after 8 months. If you have not yet used the maintenance budget, you will receive a discount of EUR 1,041.67 on your new lease

Example 2 : the bike is declared stolen/total loss after 24 months and you have already used 200 EUR of the maintenance budget. If so, you will receive a discount of EUR 2,535 on your new lease.

Example 3 : the bike is declared stolen/total loss in the last year of the lease and you have already used EUR 270 of the maintenance budget. If so, you will receive a discount of EUR 3,295 on your new lease.

Mobility - Bike Repair Vouchers

- 1. Can I use the Bike Repair Voucher at a participating bike shop of my choice to have my private bike repaired?**

Yes. You can find the list of participating bike shops here: [Join Our Dealer Network As A Bicycle Shop - Cyclis](#)

- 2. Can I check my balance on the Team Cyclis website?**

No. The Bike repair voucher is a physical voucher which will be delivered to you personally.

- 3. If I opt for an extra maintenance budget included in my lease bike, is this cheaper than if I were to opt for this maintenance budget afterwards or separately via the Bike Repair Voucher?**

Yes. When you use your lease bike for commuting, the payment of social security and withholding tax is not applicable. The leasing contract already includes a maintenance budget of 300 EUR. If you want to increase this to, say, a maximum of 1200 EUR, this is also subject to the same conditions (no social security and withholding tax). You can then use this to buy extra accessories, such as a second battery, carry out maintenance on your bike, etc.

If you opt for the separate Bike Repair Voucher, this will be subject to social security and withholding tax.

Office@Home – Laptop/desktop, Tablet, Smartphone, ICT-peripherals (Vanden Borre)

- 1. Can I choose a different type of keyboard, for example QWERTY?**

No. Only the offered choices can be ordered. If there is no QWERTY option listed, you cannot choose this.

- 2. I have to pay a monthly fee for my tablet, will this be deducted from my salary and visible on my payslip?**

No. This amount will only be deducted from your FIP budget and will therefore not appear on your payslip. However, you will see an *All-Nature Benefit* of €3 each month on your payslip during the 3 years.

3. It says "order disabled" next to a device I would like to order. What do I do now?

The products with "order disabled" cannot be delivered at this moment. This is due to the worldwide shortage of microchips, and for some of these products it is not known when they will be available again.

4. What about the net value when I choose a laptop worth €1000,-?

	ICT-Randapparatuur	Equivalent in cash
Budget	€ 1000,00	€ 1000,00
Bruto bedrag	€ 1000,00	€ 781,25
Socialezekerheidsbijdragen (13,07%)	€ 0,00	€ -102,11
Belastingen (53,50%)	€ 0,00	€ -363,34
Netto	€ 1000,00	€ 315,80

The amount in the left column is the actual amount that is used from your FIP budget to finance the peripheral equipment (e.g. laptop). So €1000,- gross FIP budget = €1000,- net purchase of ICT peripherals via the Vanden Borre order link in the FIP tool.

The column on the right is a comparison to show that, if for example you would have your end-of-year premium of €1000,- gross paid out in December, you would have 'only' €315,80 net left over to buy peripherals privately (apart from the cooperation with Vanden Borre in our Flex Income Plan). This is because you still have to pay social security and withholding taxes on this gross amount.

5. How much will a laptop worth €1000 actually cost me net?

Ex. Laptop 1.000 EUR

	Lease laptop	Cost via payroll
Budget	€ 977,04	
(Lease amount)	(€ 900,00)	
Gross amount	€ 763,31	
(Benefit in kind)		(€ 216,00)
Social security (13,07%)	€ -99,76	€ 28,23
Taxes (40,00%)	€ -265,42	€ 75,11
Net cost	€ 398,13	€ 103,34
Total cost for the total leasing period		601,47
Residual value to be paid in net		€ 100,00

The total effective net cost is calculated as follows: net cost for leasing the laptop (€398.13) + cost of the All-Natural Benefit via payroll (€103.34) + residual value (€100) = €601.47.

Office@Home - Furniture (Ergodome)

1. **Is there a depreciation table available for the objects (where you can see how much the percent residual value is after x years)?**

It is a linear depreciation period, so 10% less each year.

2. **If I order a mouse through Ergodome, do I enter it through Office@home 'Furniture' or under Office@Home 'ICT peripherals'?**

Via Office@home (Furniture), the menu follows the supplier (in this case Ergodome).

Wellbeing - AG Health Coins

1. **Do the AG Health Coins have an expiration date?**

Yes. AG Health Coins are valid for 12 months.

2. **What happens to my unused AG Health Coins when I leave the company?**

When you leave the company, and still have unused Coins, please send an email to hello@myhealthpartner.be asking for your account to be transferred to your private email address, otherwise you will lose access to the portal and to these Coins.

Wellbeing - Mindfulness & Sport

1. **Biocartis offers a wellbeing budget of €320,-. When I choose to bring in a receipt through "Mindfulness & Sport", do I get paid this full amount?**

No. Specifically, this reimbursement is subject to social security and income tax. This has a number of implications, most notably:

- There is a 28% employer's charge applicable on top of the reimbursed amount: this cost is also charged to the budget. Hence in the FIP tool you will find a total wellbeing budget of $250 + 28\% = 320$ EUR. This ensures that you will be able to reclaim the full budget of 250.
- The reimbursement, 250 EUR, will be subject to social security and withholding tax. Concretely, the reimbursement will be translated in your payroll as follows:
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(*) the amount of withholding tax will depend on your annual taxable income, in this example the highest rate (53,5%) was applied. In reality, this could possibly be a bit lower, depending on your fixed salary.

Thus, net you will not see the full amount of EUR 250 appear on your bank account because Biocartis is legally obliged to withhold social security and withholding tax.

2. **Can I enter a lower amount through "Mindfulness & Sport" than is shown on my invoice or receipt?**

Yes. For example, if you have an invoice worth €600, - and you want to contribute for example only €250, then you enter only that amount. You must, of course, upload the full receipt as proof.

Attention: the other way around it is not allowed to enter a higher amount than stated on the invoice.