

MAKE EVERY PAYDAY COUNT

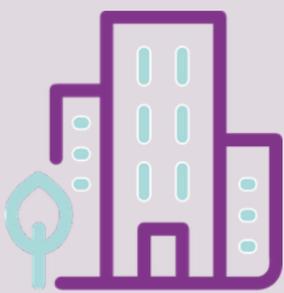
a quick guide to payroll giving

WHAT IS IT? Payroll Giving is the smartest way to give. It allows your employees to easily donate to any UK registered charity tax free, direct from their pay.

Simple to run and easy to set up, it provides charities with a regular income and gives employees a tax break on the donations they make.

Every employer in the UK can start a Payroll Giving scheme, no matter the size of your business or industry type.

There are lots of benefits.



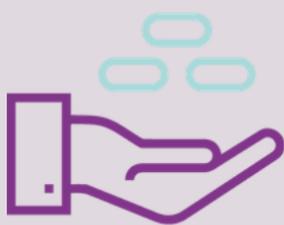
EMPLOYER BENEFITS

- Shows commitment to your employees
- Improves staff morale and motivation
- Supports good causes
- Simple to set up and easy to run
- Cost-effective with no set-up fees
- Boosts your CSR profile and public image
- Recognition via quality marks and awards



EMPLOYEE BENEFITS

- Easy and convenient - straight from their pay
- Tax-effective - it costs less to give more
- Supports the causes they care about
- Flexible - control over how much they want to donate and to which causes



COST

There are no set-up costs for employers. Charities Trust charges a low administration fee of 25p per donor, per month, regardless of the value of the donation. You may choose to cover this fee for your employees.

GETTING STARTED

5 STEPS

1

Sign up with a Payroll Giving Agency (PGA)

Register your business with an HMRC approved PGA, such as Charities Trust. With us, registration takes up to 5 days. You will receive a welcome pack and helpline support.

2

Promote the scheme

Encourage employees to sign up. Send emails, distribute flyers, put up posters, hold an event and consider incentives such as match funding. We can support you with this activity.

3

Sign up employees

Employees complete their sign-up forms, with details of their chosen cause. They pass to your payroll administrator. The information is then forwarded to us.

4

Payroll process

On each payroll run, your payroll administrator will send the details of the deductions by secure portal or email and make one payment directly to us.

5

The giving begins

We distribute the funds to the causes selected by your employees.



FACT

It costs less to give more. If an employee donates £10 per month, they only pay £8 or £6 from their net pay, depending on their tax rate. The charity receives £10. Win-win.

HELP | ADVICE

Please feel free to contact us for more help and advice:

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Charities Trust

www.charitiestrust.org   