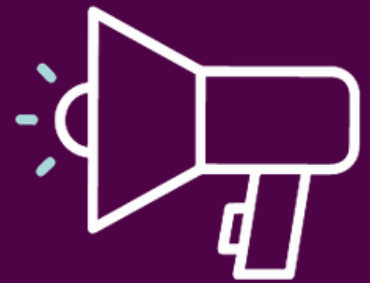


AN EXTRA BOOST



If you want more employees to sign up to your Payroll Giving scheme, here's some sample text to use in your communications.

Simply copy and paste.

Get ready for an even better payday feeling

Great news, we are launching our Payroll Giving Scheme through Charities Trust, one of the UK's leading agencies.

Payroll Giving is the smartest way to give. It lets you make regular donations, tax free, straight from your pay to any UK registered charity.

Why sign up?

Studies prove that giving feels good, especially to a cause that's close to your heart. And by making regular donations you can make a genuine difference.

Payroll Giving is tax friendly - it costs you less to give more. If you donate £10 each month, you only pay £8 or £6 depending on what rate of tax you pay and the charity receives £10. Win-win.

To support our scheme we will...*[delete or add as appropriate]*

...pay the small monthly administrative fee on behalf of all colleagues who also sign up

...match all monthly Payroll Giving donations up to a value of £10

...add a match of 50% of your donation to your chosen charity for your first donation

...match your first donation by 100%

...match your first [number] monthly donations up to a value of £10

...match all donations to our corporate-charity partner

So even more reason to sign up.

I do hope you decide to join; together we can make a big difference and make every pay day count.

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:

Clare Lennon, Payroll Giving Development Manager
0151 284 1758 | clare.lennon@charitiestrust.org

CharitiesTrust

www.charitiestrust.org   



CharitiesTrust

giving feels good

Feel good every payday

Support your favourite causes, straight from your pay, with Payroll Giving. It's the smart way to give

Find out how ▼

Giving feels good, especially to a cause that's close to your heart.

Payroll Giving is the smart and easy way to give. It allows you to donate, tax free, direct from your pay to any UK registered charity or good cause.

And all you need to do is fill out a form.

Simply contact your HR or Payroll Department to start giving.



It supports the causes you care about



It's easy to set up and convenient



It's tax-effective, costing you less to give more. If you donate £10 per month, you pay £8* from your net pay and the charity receives £10

*Based on basic rate tax



It's flexible. You control how much you give and to which causes



charitiestrust.org

Charity Reg 327489

CharitiesTrust

giving feels good

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Payroll Giving Sign Up Form



- Use this form to: 1) Select the charity(ies) you want to support via Payroll Giving or 2) Open a My Giving Account or 3) Add to or amend your existing instructions
- Completing this form involves sharing your details with Charities Trust. We work with your company to process Payroll Giving donations under HMRC guidelines
- We will only ever contact you if we have any queries relating to your instructions
- Your details will only be shared with your chosen charity(ies) based on your preference choices in Section 4
- For more information on how Charities Trust uses and protects your data please see our privacy policy: <http://www.charitiestrust.org.uk/privacy-statement/>

Section 1: Please choose one of the following

- Sign up for Payroll Giving
 Add to my existing instructions
 Sign up for Payroll Giving managed through a My Giving Account
 Amend my existing instructions

Section 2: Total to be Deducted

Use the illustration below to help you decide

Total amount to be deducted from your pay	£	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> One off donation	
	You pledge	20% tax payer you pay	40% tax payer you pay	45% tax payer you pay	Charity receives*
	£5.00	£4.00	£3.00	£2.75	£5.00
	£10.00	£8.00	£6.00	£5.50	£10.00
	£50.00	£40.00	£30.00	£27.50	£50.00

*This is dependent on the employer covering the cost of the 25p administration fee. If your employer doesn't cover your fee the 25p cost of processing comes off the value of your donation before it is passed to charity.

Section 3: Personal Details

*Mandatory fields: We need this information to enable your donation to reach your chosen charity(ies)

Your details

Title*	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
First Name*			Last Name*	
Home Address*			Post Code*	
Phone* Use a mobile number if you want to be contacted via text			Email*	

Your employer details

Employer Name*		Employee ID / Payroll Number*	
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Section 4: Payroll Giving



If you want to open a My Giving Account skip this section and move straight on to section 5.
If you would like to support more than two charities please use an additional sheet and attach it to this form

Charity one

Charity Name		Registered Charity No	
Address		Post Code	
Amount	£	Supporter / Sponsorship No (if applicable)	
Contact Preferences	<p>i The charity is only permitted to contact you if you give them specific consent. They might send you updates about news, events and fundraising activities. To opt in to receive information like this, please indicate your contact preferences by ticking the relevant boxes. No boxes ticked means that no contact information is passed to the charity.</p> <p><input type="checkbox"/> Phone <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Text</p>		

Charity two

Charity Name		Registered Charity No	
Address		Post Code	
Amount	£	Supporter / Sponsorship No (if applicable)	
Contact Preferences	<p>i The charity is only permitted to contact you if you give them specific consent. They might send you updates about news, events and fundraising activities. To opt in to receive information like this, please indicate your contact preferences by ticking the relevant boxes. No boxes ticked means that no contact information is passed to the charity.</p> <p><input type="checkbox"/> Phone <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Text</p>		

Section 5: My Giving Account



- Only complete this section if you want to manage your Payroll Giving via a My Giving Account
- A My Giving Account is a charity account where you can hold and donate funds whenever you choose
- Your Account will be set up when your first donation has been processed. You will receive an activation email with a unique 'GP' number so you can manage your account online
- You can manage your contact preferences for donations from within your My Giving Account

Choose one

Open a My Giving Account Amend existing amount

New / amended
monthly deduction
(min £10 per month)

£

GP Number
(existing Account holders)

Section 6: Confirmation



Signing this form confirms you are aware that:

- No Gift Aid is recoverable on this donation
- Donations can only be made to organisations with charitable status within the UK
- Donations cannot be used for memberships or to pay for goods or services
- No donation can be made to an organisation that returns a personal benefit to you or someone connected to you

Signed

Date

Thank you

Please return your completed form to your payroll department or payroll giving scheme administrator
Once your payroll department has deducted your donations they will then send the funds over to Charities Trust so that we can process and pay out to your charity(ies)