

How to set up Payroll Giving with a Payroll Giving Agency

FOR THE EMPLOYER'S ATTENTION

Payroll Giving is a great way to involve your employees and support the community.

- It is easy and inexpensive to run and you get a deduction against your profits for any costs you may incur.
- It shows you care about your staff – offering them the benefits of Payroll Giving can help build better employee relations and attract the right people.
- Regular gifts received through Payroll Giving are of vital importance to the Meningitis Trust, enabling us to plan and carry out future projects safe in the knowledge that our funding is secure. In this way we can offer support for life for those affected by meningitis who would otherwise have nobody to turn to.

How does it work?

1. Your employee will ask you to deduct regular charitable donations from their pay. You make the deductions from before tax pay – in other words after calculation of National Insurance contributions, but before deduction of Pay as You Earn Tax. This way the employee gets tax relief at their top rate tax.
2. Payroll Giving must be administered through an Inland Revenue registered Payroll Giving Agency. Before you can operate the scheme a contract must be signed with one of the agencies. The agreement forms can be found on the agencies website or by contacting them. (Please find contact details overleaf.) A copy of the agreement forms will be returned to you and they will inform the HM Revenue and Customs (formerly Inland Revenue) of your wish to set up the scheme.
3. Once you have joined up with the agency, employees will have to complete donation forms authorising you to make a deduction from your employee's salary. You keep the original form and send a copy to the agency you have registered with.
4. At the end of the month/week you simply pay the donations over to the agency with a listing of the employee names and how much they have deducted from their salary. The agency will then distribute these monies to the relevant charities.
5. A small administration charge will be made to cover the cost of distributing the donations. This can either be:
 - Deducted from each donation.
 - Paid by you, by adding the percentage to the monthly donations. This is an allowable expense for tax purposes.

Matching donations

You may 'match' all donations made by your employees, which is an excellent way of demonstrating your commitment to the community and building good relations with your employees. Any matching donations may be deducted from your profits before tax making it a tax-efficient donation. There is no administration charge on these matched donations.

Payroll Giving Agencies – Contact Details

Payroll Giving Agencies collect and disburse all donations made by staff to their chosen charities. The names, addresses and contact details of the main agencies are listed below.

All of these organisations are approved and monitored by HM Revenue and Customs (formerly Inland Revenue) for the purposes of payroll giving.

Charitable Giving

Union Mine Road
Pitts Cleave
Tavistock
Devon
PL19 0PW

Tel: 01822 611180

Email: mail@charitablegiving.co.uk

Website: www.charitablegiving.co.uk

Charities Aid Foundation (CAF)

25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4TA

Tel: 01732 520 000

Email: giveasyouearn@cafonline.org

Website: www.cafonline.org

Charities Trust

Suite 22
Century Building,
Brunswick Business Park,
Tower Street,
Liverpool, L3 4BJ

Tel: 0151 475 2002 or 0151 284 2822

E-mail: info@charitiestrust.org

Website: www.charitiestrust.org