ChartitableGiving
we make giving easy

Every Penny Helps: Information Sheet

Please follow these instructions to enable us to process your Every Penny Helps deductions.

- Send all money, i.e. Every Penny Helps deductions, administration charges and matching as a single BACS or bank transfer. Our bank details will be provided upon setup completion.

  Please start the payment reference with DREF followed by your 4-digit client reference number. This will ensure accurate allocation of funds; payments with a different reference may experience delays.

- Create and send a schedule of Every Penny Helps deductions in the same calendar month, and within one working week, of sending your funds; **this is a requirement of operating an 'Every Penny Helps' scheme**

  Please send the schedule as either an Excel or CSV file to options@charitablegiving.co.uk. Password protecting the file (with a non-changing password) is fine.

  - The file must contain at least the following fields:

Payroll/Staff No	Surname	Forename	Amount
000001	Example	Example	0.89

  - Optionally, include an indication of change in donor status, i.e. new, ceased, as follows:

Payroll/Staff No	Surname	Forename	Amount	Status
000001	Example	Example	0.89	NEW
000002	Example	Example	0.10	-
……	……	……	……	…..
000200	Example	Example	0.00	CEASED
SUB-TOTAL			1.64	
Matching			1.64	
Admin Charge			0.13	
TOTAL			3.41	

  - The **Sub-Tota**l, **Matching**, **Admin Charge** and **Total** rows are optional. If the employer pays the administration charge and/or matching, this should be shown as above.

If you have any questions, please contact us on **01822 611180** or **options@charitablegiving.co.uk**

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Registered Charity No. 1128013 | Company Registration No. 6754603
Charitable Giving is an HMRC-approved Payroll Giving Agency

Document Number: 0020
Version No: 2.4
Version Release Date: 04/04/2025
Last Review Date: 29/01/2026