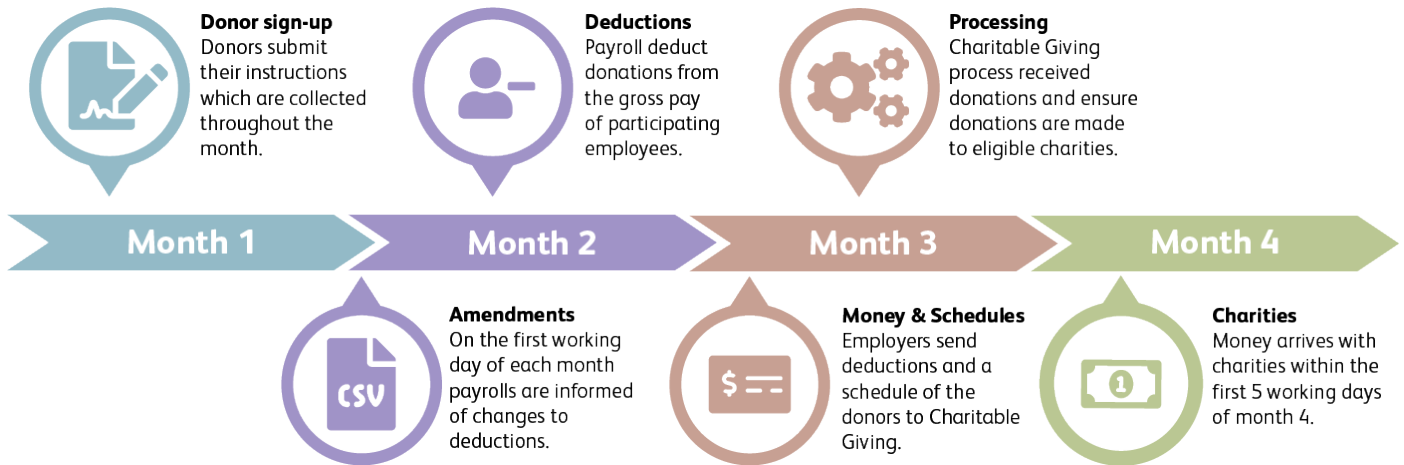




## Operating the Payroll Giving Scheme



### Donor sign-up

A choice of 'sign-up' methods are available:

- Electronic sign-up is available on our website where donors can complete our online Donation Choice Form.
- A 'paper' Donation Choice Form, which can be printed and returned to us by email or post.
- An equivalent Employer, Professional Fundraising Organisation, or Charity mandate.

### Deductions

Where we have received donor instructions, we will send a schedule by email at the start of the month. Deductions should be taken from the next available payroll date. Deductions should be taken from the gross pay of participating employees, after National Insurance but before Income Tax.

### Money & Schedules

When making payments please send the total amount of money as a single BACs transaction. Include any deductions, admin charges, and matching funds. Your unique 4-digit client ref number must also be included in the payment reference. It is the employer's responsibility to make appropriate deductions each month, according to their payroll and employee records.

**We do not invoice for Payroll Giving deductions and it is not possible to pay by direct debit. This is because employee participation in the scheme is entirely voluntary, may be terminated at any time, and relies on continued employment.**

Regular monthly payment should arrive with us no later than the 19th day of the month following the month in which the deduction was made. For example, deductions from January salaries should be paid to us by 19th of February at the latest.

You are also required to email us a reconciled schedule of deductions for **every** payment made.

This is required to create an audit trail and meet with HMRC regulations (even when there are no changes to the deductions from the previous month). An example of the schedule is shown below:

Payroll No.	Surname	Initial	Amount	Admin	Matching Amount	Matching Admin
00001	Example A	A	10.00	0.25	10.00	0.25
00002	Example B	B	5.00	0.25	5.00	0.25
00003	Example C	C	50.00	0.25	10.00	0.25
Sub-total			65.00	0.75	25.00	0.75
<b>Grand total</b>			<b>91.50</b>			

Your monthly schedule should be sent to [mail@charitablegiving.co.uk](mailto:mail@charitablegiving.co.uk) at the same time as you send your funds.

