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.
- In the description for your transaction, please include your 4-digit client reference number.
- Create and send a schedule of Every Penny Helps deductions at the same time as sending your funds; this is a requirement of operating an Every Penny Helps scheme

  Send the schedule as either an Excel or CSV file to mail@charitablegiving.co.uk

  - The file must contain at least the following fields:

Surname	Initials	Payroll/Staff No	Amount
Example	A	000001	0.89

  - If possible, it would be useful to have an indication of any change in donor status, i.e. new, ceased, as follows:

Surname	Initials	Payroll/Staff No	Amount	Matching	Status
Example	A	000001	0.89	0.89	NEW
Example	B	000002	0.10	0.10	-
Example	C	000003	0.65	0.65	-
Example	D	000004	0.00	0.00	CEASED
SUB-TOTAL			1.64		
Matching			1.64		
Admin Charge			0.13		
TOTAL			3.41		

  - If you include the administration charge and/or matching with your bank transfer, this should be shown as above.

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