

## **Information about Payroll Giving**

### **What is Payroll Giving?**

Payroll Giving is a scheme that enables your employees to give to any UK charity straight from their gross salary (before tax is deducted), and to receive immediate tax relief of up to £5 for every £10 donated.

### **What are the business benefits?**

Payroll Giving is quick and easy to set-up and administer and is a great way for you to demonstrate commitment to the causes that your employees care about. It can also help retention and recruitment of staff, and enable you to generate a sustainable income stream to charities.

### **What are the benefits to Eaves?**

Payroll Giving provides charities with regular, reliable donations that allow them to plan ahead and budget for the future. By signing up to Payroll Giving, you can generate a vital income stream to Eaves

### **What are the benefits to employees?**

Payroll Giving is an easy, tax-effective way to give to charity which costs employees less to give more. The system is easy to opt in and out of, giving donors full control over their giving.

### **How do I sign up?**

To set up a Payroll Giving scheme, all you have to do is sign up with a Payroll Giving Agency (PGA) who will transmit the donations on your behalf – it's as easy as that. For a list of Payroll Giving Agencies visit

[www.payrollgivingcentre.org.uk/useful%20links.htm](http://www.payrollgivingcentre.org.uk/useful%20links.htm)

### **Get a Payroll Giving Award**

By running regular promotions about your Payroll Giving scheme to maintain awareness and continuing to recruit new donors, you could be eligible for an award. For more information visit [www.payrollgivingcentre.org.uk/quality%20mark%20awards.htm](http://www.payrollgivingcentre.org.uk/quality%20mark%20awards.htm)

### **What do my employees need to do?**

All your employees need to do is ask the payroll department to deduct regular charitable donations from their salary by filling out a simple application form, outlining how much they would like to give and to which charity.

### **What do my finance/payroll staff need to do?**

All modern payroll systems can facilitate Payroll Giving, usually as a simple tick box option. Your payroll staff will deduct the amount, as with any other pre-tax deduction (after National Insurance, but before tax) and forward it on to your Payroll Giving Agency who will distribute the monies to Eaves.

There are no tax forms for them to complete and record-keeping is straightforward. Your selected PGA will supply you with all the necessary help and advice to ensure that your scheme runs smoothly from the start.

### **Is there anything else I need to know?**

For more information on setting up and promoting Payroll Giving visit

[www.payrollgivingcentre.org.uk/attachments/Payroll\\_Giving\\_Interactive.pdf](http://www.payrollgivingcentre.org.uk/attachments/Payroll_Giving_Interactive.pdf) or contact the Payroll Giving Centre on 0845 602 6786.