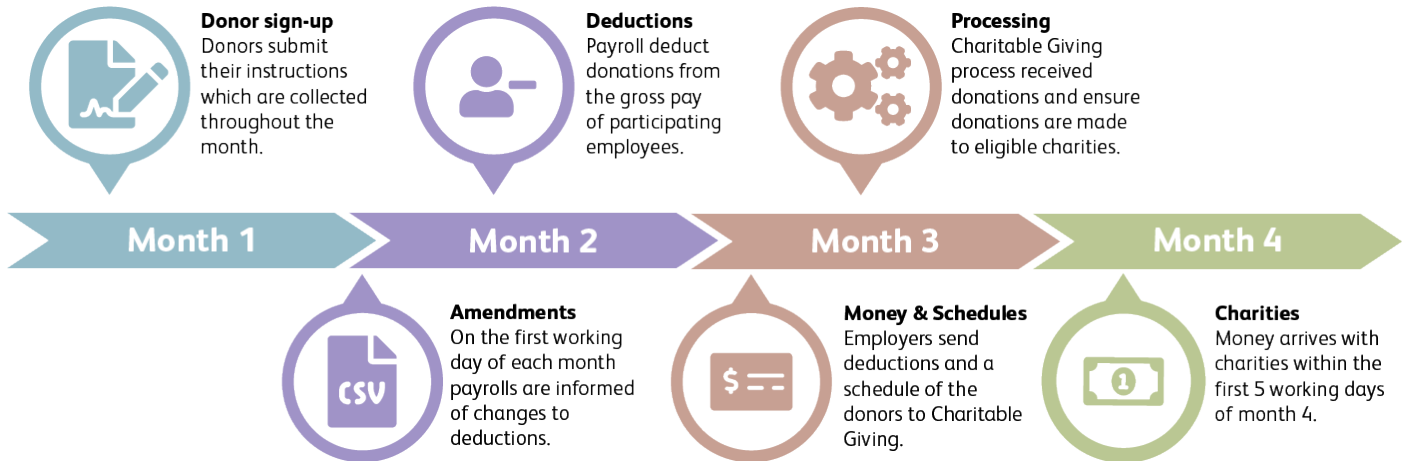




## Operating the Payroll Giving Scheme



### Donor sign up

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

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

### Deductions

Deductions are made when you run payroll every month/week and should be made 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 (all donations and admin charges) and include your unique 4-digit client reference number.

Our bank details will be supplied once your scheme has been set up, if you have lost these details please contact us by emailing [mail@charitablegiving.co.uk](mailto:mail@charitablegiving.co.uk).

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. E.g. deductions from January salaries should be paid to us by 19th of February at the latest.

We will also need a reconciled breakdown (schedule) of deductions with **every** payment made, as per the example below. This is required to create an audit trail and meet with HMRC regulations, even if deductions remain unchanged.

Payroll No.	Surname	Initial	Amount	Matching	Admin
00001	Example A	A	10.00	10.00	0.50
00002	Example B	B	5.00	5.00	0.50
00003	Example C	C	50.00	10.00	0.50
Sub-total			65.00	25.00	1.50
Total			<b>91.50</b>		

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

