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# Payroll Giving

## What is Payroll Giving?

Payroll Giving is a way for employees to donate to a charity or charities of their choice through their place of work. It is a simple, tax-effective way to give. Employees can give a nominated amount to any charity of their choice from their gross salary (before tax is deducted) and receive immediate tax relief. A £1 donation will only cost an employee 80p as a standard rate tax payer, or only 60p as a high rate tax payer.

## How do you set up Payroll Giving?

Five easy steps:

1. The employer signs a contract with a PGA (Payroll Giving Agency). The PGA informs HMRC of the contract.
2. The employer promotes the scheme in the workplace.
3. Employees complete their Payroll Giving donation forms and return them to the HR/Payroll department.
4. HR/Payroll sends copies of the complete forms to the PGA. Then every pay-run going forward, the deducted amounts and a statement showing the names of the people giving and the relevant charities needs to be sent to the PGA.
5. PGA check the money and information then distributes the funds by BACs. The charity will receive a report of all transactions so that we can check all the payments.

## How we can help you:

- We can give you the contact details for the three main PGA's.
- We can help with promoting to your employees.
- We can provide you with a Payroll Giving Donation Form.



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### **Benefits to Payroll Giving:**

#### **The employer:**

- Low cost to set up but this can be off set as a tax-deductible expense.
- Almost no work involved after initial set up.
- Plays an integral part in Corporate Social Responsibility and can help support a chosen charity.
- Shows support for causes that matter to the employees.
- Provides eligibility for Payroll Giving Quality mark and entrance to the National Payroll Giving Excellence Awards.

#### **The employee:**

- Ability to give to a chosen cause, in a regular, reliable, tax effective way.
- All admin is handled by the employer and PGA.
- Only one form needs to be completed to give to as many charities as you wish.

#### **The charity:**

- Regular income stream with no major cost to the charity.
- A great opportunity to build up long standing relationships with donors and companies.

#### ***Why wouldn't you?***