



## Administration Charges

The following terms are available for new contracts:

- The standard administration charge for processing Payroll Giving deductions will be £0.25 per donor per month
- The minimum Payroll Giving deduction required will be £1.00 per week or £5.00 per month
- The standard administration charge for processing "matched" funding will be £0.25 per donor per month
- Employers are required to send their:
  - Payroll Giving monies (that is, payroll deductions, administration charges, matched funds, as appropriate) as **a single amount, monthly, by credit transfer**, e.g, BACS
  - Listings of Payroll Giving deductions **electronically** either in a Microsoft Excel (\*.xls) or a comma-separated variable (\*.csv) format

When completing a new **Payroll Giving Contract**:

- For the administration charge in Paragraph 4:
  - The second option should be "ticked"
  - £0.25 should be entered as the amount
- If employees' donations are to be matched, for the administration charge in Paragraph 6:
  - The second option should be "ticked"
  - £0.25 should be entered as the amount

**If you have any questions, please contact us on 01822 611180 or via [mail@charitablegiving.co.uk](mailto:mail@charitablegiving.co.uk)**

