



Employer's Checklist

Setting up a Payroll Giving scheme is simple!

Have you?

- Received a Payroll Giving Pack or downloaded a copy from our website at www.charitablegiving.co.uk
- Completed and signed a **Payroll Giving Contract**
- Returned, by post, the **Payroll Giving Contract** to:

Charitable Giving
Union Mine Road
Pitts Cleave
Tavistock
PL19 0NS

- Received a countersigned Payroll Giving Contract from Charitable Giving
- Appointed a **Scheme Administrator**
- Provided the Scheme Administrator with a copy of the: Information Sheet, Scheme Administration Checklist, and Sending Payroll Giving Monies sheet

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

