



## Information Sheet

### Operating a Payroll Giving Scheme

- 1 Before a Payroll Giving scheme can be operated, the following must have been completed and signed:

A contract between the employer and Charitable Giving, the **Payroll Giving Contract**

Charitable Giving will inform HMRC that you are operating a Payroll Giving scheme.

- 2 Before Payroll Giving deductions can be made, an employee must have completed a **Donation Choice Form** provided by Charitable Giving or an equivalent mandate provided by an employer, a Professional Fundraising Organisation (PFO), or a charity.

Completed forms of the data therefrom are sent to Charitable Giving for processing. As necessary, Charitable Giving will forward employees' instructions for Payroll Giving deductions to an employer's payroll office by a Microsoft Excel file (\*.xls) to enable them to make deductions from the payroll.

- 3 It is not necessary for an employer to know to which charities an employee is donating. If an employee wishes to donate anonymously, the Donation Choice Form **should be sent directly** to Charitable Giving by the employee.

- 4 Regular Payroll Giving deductions as well as one-off donations:

May be made from weekly, fortnightly, four-weekly, monthly, or quarterly pay

Are made from gross pay before the calculation of tax as a standard payroll deduction (there is no effect on NI contributions)

- 5 A remittance of Payroll Giving deductions must be sent each month **by credit transfer, e.g. BACS**, to Charitable Giving **by the 19<sup>th</sup> day of the PAYE month** to ensure that donations can be distributed to charities in the first ten working days of the following month (See the information sheet entitled **Sending Payroll Giving Monies**).

Each month's remittance must be accompanied by an itemised schedule of total Payroll Giving deductions by employees as well as any administration charges and matched funds. Schedules should be provided as electronic files (i.e. in \*.csv or \*.xls formats) transmitted to Charitable Giving as email attachments (See the information sheet entitled **Sending Payroll Giving Monies**).

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

