



## Sending Payroll Giving Monies

To facilitate our electronic processing of your Payroll Giving deductions, we would be grateful if you would please ensure that all of the following boxes are "ticked":

- Send all money, i.e. payroll deductions, administration fees for Payroll Giving and/or matching, and matching funds, by electronic transfer, e.g. BACS or internet banking
- Send the total amount of money **in a single BACS transaction** (not a separate transaction for each employee)
- In the description for your transmission, please include your 4-digit client reference  
  
You will be advised of our bank details and your **Client Reference** when the countersigned copy of the Payroll Giving Contract is returned
- Send a schedule of Payroll Giving deductions at the same time as sending your funds; **this is a statutory requirement of operating a Payroll Giving scheme**
- Send the schedule of Payroll Giving deductions as either an Excel or CSV file as an email attachment to [mail@charitablegiving.co.uk](mailto:mail@charitablegiving.co.uk)

- The file **must contain** at least the following fields:

Name	Initials	Payroll/NI Reference	Amount
Example	A	000001	8.00

- If possible, it would be useful to have an indication of any change in donor status, i.e. new, ceased (show Amount = 0.00), increase/decrease in amount, as follows:

Name	Initials	Payroll/NI Reference	Amount	Status
Example	A	000001	8.00	NEW
Example	B	000002	15.00	NEW
Example	C	000003	6.00	INCREASE
Example	D	000004	10.00	NEW
Example	E	000005	0.00	CEASED
Example	F	000006	6.00	DECREASE
SUB-TOTAL			44.00	
Payroll Giving Admin			1.25	
Matching Funds			22.00	
Matching Admin			1.25	
TOTAL			68.50	

- If you include the administration fee(s) and/or matched funds with your funds transfer, this should be shown as indicated, suitably labelled (see above)

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

