



Workplace Giving UK

Simple, tax effective giving to the charity of your choice through your payroll

Welcome to our Payroll Giving Scheme

Payroll Giving is a simple, efficient and flexible scheme, which allows you to donate to any charity of your choice by a deduction from your wage. All donations given in this way are tax-free so the charity you choose receives your donation and the tax you would have paid on this amount.

Presently 70% of the UK's population gives to charity, but over £900 million per year is being lost by charities, as they are not receiving the tax on these donations. By signing up to give to charity through **Payroll Giving** your donation is worth up to 40% more to their chosen cause.

For a higher rate taxpayer, **Payroll Giving** is the **ONLY** way that a charity can automatically receive all your tax on your charitable donation.

What are the benefits of Payroll Giving?

- You can give to any charity
- A regular income for the charity of your choice so they can plan for the future with confidence
- A confidential, easy and tax-efficient service
- No extra paperwork for the charity as they receive your donation and tax in one go
- A flexible scheme which allows you to change charities, alter the amount given or stop giving whenever you wish

Which charity?

Deciding to give is the easy part. Choosing which charity/charities benefits may be a tougher decision to make. As long as a charity is registered, you will be able to make a donation; this may be a local cause such as a church or scout group, or a larger national/international charity. Below is a list of some of the charities that need your help and that you might want to help. The decision is yours.

When choosing a charity you might want to ask yourself:

- Do I want to make a local, national or international difference?
- Are there specific causes close to my heart - such as: Cancer; Child Welfare; Blind & Deaf; Aids-HIV; Animal Welfare; Disability?
- Is there a particular group of people I want to help - the young; the elderly; the homeless?

For further information

Call our helpline on **020 8381 2479** or email giving@workplacegiving-uk.co.uk

www.workplacegiving-uk.com



Workplace Giving UK

What happens if you decide to give £5 a month from your net pay?

Monthly paid employees – 20% TAX RATE		
The amount you give (from your net pay)	The amount the taxman gives (from your taxes)	The amount the charity receives (from your gross pay)
£5.00	£1.25	£6.25

Monthly paid employees – 40% TAX RATE		
The amount you give (from your net pay)	The amount the taxman gives (from your taxes)	The amount the charity receives (from your gross pay)
£5.00	£3.33	£8.33

How does the scheme work?

Once you have completed the form it is sent to **Workplace Giving UK**, who will carry out all administration tasks to ensure your chosen charity receives your donation as swiftly as possible. **Workplace Giving UK** makes no deduction from your donation for this service.

How do I become a Payroll Giving donor? By filling out the form overleaf!

- 1 Enter your name, address, telephone number (in the event of a question) and date of birth in Section 1 of the form overleaf (Please note only PAYE employees may participate).
- 2 Enter your employer / location details
- 3 Enter your staff number and/or National Insurance number
- 4 Tick if this is a 'first time request', 'additional donation' or a 'replacement to existing instructions'
- 5 Select the charity you want to donate to and enter its full name
- 6 Enter the amount you want to donate alongside your chosen charity's name
- 7 Tick your regular pay period box
- 8 Tick any further preferences you may have regarding delay, (the first deduction usually doesn't start for four weeks), anonymity or data protection. (Note: You may stop making donations at any time)
- 9 Sign and date the form, then give it to your **Workplace Giving UK Payroll Giving** Advisor or post it free of charge to: **Workplace Giving UK**, FREEPOST, RLYR-JBCA-CBZC, Edgware HA8 5AW

THANK YOU

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Call our helpline on **020 8381 2479** or email giving@workplacegiving-uk.co.uk

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CHARITY SELECTION FORM

HELPLINE 020 8381 2479

Post this form to:
Workplace Giving UK
FREEPOST, RLYR-JBCA-CBZC,
Edgware HA8 5AW

E. giving@workplacegiving-uk.co.uk
W. www.workplacegiving-uk.com

Mr/Mrs/Ms/Miss: _____

Address: _____

_____ Postcode: _____ E-mail: _____

Telephone No. _____ Date of Birth: _____
(In the event of a question)

Employer: _____

Address: _____

_____ Postcode: _____

Employee / Staff No. _____ NI No. _____

I would like to make a donation to the following charities or organisations.

This will be: First Time Request Additional Replacement to Existing Instructions

AMOUNT EACH PAY DAY

1. _____

2. _____

3. _____

4. _____

£: _____

£: _____

£: _____

£: _____

£: _____

PAYMENT PERIOD: MONTHLY 4-WEEKLY 2-WEEKLY WEEKLY TOTAL

THE TOTAL AMOUNT SHOWN WILL BE DEDUCTED FROM YOUR GROSS PAY

Your chosen charity/ies may send you a thank you letter acknowledging your donation. If you do not wish to receive acknowledgement from your charity and only wish to be contacted in the event of a specific query needed to resolve the processing of your data for the purposes of these instructions, please tick here.

The data supplied on this form will be used to enable your donation to reach your chosen charity/ies. In order that your instructions can be acted on, your details will be passed to HM Revenue & Customs registered Payroll Agency, with whom your employer has contracted, who will forward your donation to your chosen charity/ies. Workplace Giving UK will record the details shown on this form for administration purposes.

I confirm that my pre-tax gift to charity through my employer's Payroll Giving Scheme will not be included in the Gift Aid Scheme.

SIGNATURE _____ Date / /

THANK YOU

Workplace Giving UK is a professional fundraising organisation. We provide fundraising services to charities throughout the United Kingdom. Representation is free allowing funds to be raised without risk and at low cost. Only if support is generated from our work are we paid a fee by the charities we represent. Our fee does not come out of your donation. Each year a charity will allocate a fundraising budget for various fundraising activities including raffles, legacies, special events, direct mail and Payroll Giving. It is from this pre-allocated budget for fundraising activities that our fees are paid. In some instances, a small transaction fee may be deducted by your employer's chosen Payroll Agency. The Payroll Agency is the HM Revenue & Customs monitored charity that manages the financial transfer of your donation from your employer to the charity of your choice.

OFFICE USE ONLY AD: [] [] [] [] []

PA: [] [] [] [] [] MOF: [] [] [] []

WG

www.workplacegiving-uk.com



Workplace Giving UK

CHARITIES THAT HAVE ASKED FOR YOUR HELP

CANCER

Anthony Nolan Trust

The UK's largest register of volunteer bone marrow donors – where Leukemia meets its match

Cancer Research UK

Funds one-third of all cancer research in the UK

Breakthrough Breast Cancer

Breakthrough is committed to fighting breast cancer through research and awareness

Help the Hospices

Works to ensure the best possible care is available for terminally ill people and their families in the UK

Laura Crane Trust

Fighting cancer in young people

MEDICAL AND CARE

Action Medical Research

Dedicated to preventing and treating disease by funding vital medical research

Action Not Disability

A consortium of charities providing care, rehabilitation and transport for the disabled

Alzheimer's Society

Provides care for people with Alzheimer's disease including their carers

Asthma UK

Works to conquer asthma throughout the UK

British Heart Foundation

Fighting Heart Disease, the UK's biggest killer

Diabetes UK

The charity for people with diabetes, funding research and national helpline

Multiple Sclerosis Society

Dedicated to fighting this unpredictable and frightening disease

Scope

Provides help and advice to people with cerebral palsy, their parents and carers

Sickle Cell Society

Information, counselling and caring for those with Sickle Cell disorders and their families

OVERSEAS AID

Action Against Hunger

A worldwide network united in the aim of saving lives by combating hunger and disease

British Red Cross

When disaster strikes anywhere in the world, the Red Cross is ready to help

Oxfam

A development & relief organisation that works to find solutions to poverty and suffering around the world

Sight Savers International

Britain's leading charity working to prevent and cure blindness in the developing world

CHILDREN

Child Concern Consortium (CCC)

A group of charities providing help for children in hospital, adoption & fostering advice & support, support for parents at work, and a network of kids clubs

Childlife

Four charities working together to help thousands of children

Make a Wish Foundation

Granting wishes of children with life threatening illnesses

Great Ormond Street Children's Charity

Aiming to raise £17 million each year so that the nation's children can have access to the best paediatric care

National Deaf Children's Society

The only UK charity dedicated to providing immediate and on-going support, advice and advocacy on every aspect of childhood deafness

Rainbow Trust Children's Charity

Provides care to families who have a child with a life threatening or terminal illness

The Roald Dahl Foundation

A grant giving trust providing practical support for children with brain, blood and literacy problems

ANIMALS AND ENVIRONMENT

Assisi Animal Charities Foundation

Consortium of charities providing welfare and protection of animals including the Blue Cross, SPANA and ILPH

Friends of the Earth Trust

Committed to the conservation and protection of the environment through research, information and education

RSPCA

Promotes kindness and prevents cruelty to animals through investigation, treatment and re-housing

HUMAN RIGHTS

Amnesty International UK Charitable Trust

Encouraging people throughout the world to promote and protect human rights

THE HOMELESS & ELDERLY

Shelter

Provides housing aid centres and advice and legal assistance, including a 24-hour free helpline

Help the Aged

Working on behalf of older people in the UK and overseas.

VOLUNTARY SERVICES

Royal National Lifeboat Institution

The RNLI saves lives at sea