



Please visit our website www.charitiestrust.org which contains a FAQ section which will help with most queries, alternatively if you need further assistance email: info@charitiestrust.org or call our helpline.

Charities Trust
Suite 20-22, Century Building
Tower Street,
Liverpool L3 4BJ
Helpline: 0151 286 5129

For more charities visit:
www.charitiestrust.org/charities
where there are over 40,000 charities to choose from.

Charity Registration No 327489 Company Registration No 2142757

charitiestrust
helping you help others



charitiestrust
helping you help others

What is Payroll Giving?

A scheme that allows you to donate directly from your pay to any registered charity or recognised good cause registered within the UK. Most importantly this donation is TAX FREE meaning it costs you less to give.

How does it work?

- A regular donation is deducted from your pay before tax either weekly or monthly.
- Because the donation is taken from your gross pay before you are taxed, a pledge of £10.00 per month will only cost you £8.00 (£6.00 if you are a 40% tax payer and £5.00 if you pay 50%).
- Charities Trust, a charity and HMRC approved and regulated Payroll Giving agency, charges a nominal 25p per donor per month. This is levied on transactions to cover the administration costs.

Your Pledge	You pay (20% tax payer)	You pay (40% tax payer)	You pay (50% tax payer)	Your charity receives
£5.00	£4.00	£3.00	£2.50	£5.00*
£10.00	£8.00	£6.00	£5.00	£10.00*
£50.00	£40.00	£30.00	£25.00	£50.00*

* These figures are dependent on your employer paying the 25p administration charge.

- If you wish to amend your choice of charity(ies) or good cause(s), please contact Charities Trust.
- If at any time you wish to alter the amount or stop your donations, please contact your Payroll Department.

Why take part?

- Roughly two-thirds of the UK give to charitable and good causes, however a high percentage do not do this tax effectively. Payroll Giving is a simple, tax effective way to give to the causes you care about.
- The steady source of income that Payroll Giving provides to charities allows them to plan their spending more effectively meaning that your donations go further.
- The charitable causes that you support are entirely up to you. If you're unsure of whom you would like to support, visit www.charitiestrust.org/charities where there is a list of over 40,000 organisations to choose from.

- Payroll Giving is the easiest way to support more than one charity

Freedom Account

- You also have the option to open a Freedom Account. This is a personal charity account which provides you with increased flexibility.
- Your donations are deposited each month into your Freedom Account. You then decide when and to which charity you wish to donate to.
- You have the option to set up regular donations to your selected charity(ies) each month with any remaining monies being saved in your Freedom Account for ad-hoc donations. Just like setting up a standing order!
- You can also top up your Freedom Account when ever you wish in a variety of ways including by credit or debit card.
- A minimum commitment of £10 per month is required to open a Freedom Account.
- For more information go to www.charitiestrust.org

The Xtra Factor

- This innovative Payroll Giving option enables you to automatically beat the negative effects that inflation has on your donations.
- The Xtra Factor does this by allowing your employer to set a percentage that your Payroll Giving donations increase by each year.**
- This method of giving makes a real difference to charities and the impact they make.

** If your employer does not currently provide this service please ask them to visit www.thextrafactor.org

How to take part?

- Simply complete the attached form.
- Choose between setting up standard Payroll Giving or opening a Freedom Account.
- Return the completed authorisation form to your payroll department.



Payroll Giving authorisation form

STANDARD PAYROLL GIVING

Name of charity or recognised good cause, please include address or charity number if known (You can nominate more than one charity)

Charity No.

Name

Address (if known)

Donation

£

Charity No.

Name

Address (if known)

Donation

£

(If you have further charity nominations please continue on a separate sheet and attach to this form)

Total amount to be deducted from my pay

Per week Per month £

(Please tick relevant box)

I want to give my donations the Xtra Factor

If you wish to remain anonymous to your selected charity(ies) please tick this box

FREEDOM ACCOUNT

I wish to open a Freedom Account which allows me to donate to the charities of my choice at any time

Monthly deduction

£

Minimum £10 donation per month

Once your Freedom Account has been set up Charities Trust will send you a welcome pack which will include an option to receive a charity cheque book, personal account number and details of how to manage your account online.

PERSONAL DETAILS (Please use block capitals)

Employee/Payroll No

Employer name

Mr Mrs Miss Ms

Other (please specify)

Surname

First name

Home address

Postcode

Mobile No.†

Email†

† Providing your email address/mobile phone number allows Charities Trust to communicate with you via these channels. We will not pass your details to any third party and will only send you correspondence relating to Payroll Giving and other fundraising initiatives.

Signed

Date

OFFICE USE ONLY

Payroll Code

Charities Trust Ref No

C

T

PG Donor No

Once form is completed please return to your Payroll Department.

Charities Trust will use your information for administration and analysis. We will not share your information with any third party and will only send you correspondence relating to Payroll Giving and other fundraising initiatives.