

# Payroll Giving donations can make the world of difference



Your tax free gift will make the picture complete

**charities**trust

helping you to help others  
making your donations work harder



## What is Payroll Giving?

A scheme that allows people to donate from their pay to any registered charity or recognised good cause within the UK, and most importantly this is done Tax Free. You can choose to donate to national and local charities, places of worship, schools and guide/scout groups etc.

## How does it work?

- A regular weekly/monthly donation is deducted from your pay before tax.
- 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 for higher tax payers).
- Our Payroll Giving agency, Charities Trust, charges a nominal 25p per donation, and this is levied on transactions to cover administration costs.\*

## Freedom Account

- There is also the option to give via a Freedom Account, which is your very own personal charity account.
- The Freedom Account allows you to donate to charities of your choice and one off appeals.
- You have the freedom to split your donation, meaning you can donate to charity while the remainder of your donation can stay in your Freedom Account for use on other occasions.
- A minimum donation of £10 per month is required to open the account.

## The Xtra Factor

- This innovative Payroll Giving option enables you to allow an annual increase of 3% to your monthly donations. So if you donate £10 every month, next year your donation will rise to £10.30 every month and by 3% every year thereafter.
- This method of giving will help provide Xtra millions to charities.\*\*

\*\*If your employer does not provide this service, please ask them to visit [www.thextrafactor.org](http://www.thextrafactor.org)

## Why take part?

- About two-thirds of the UK give to charitable 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 charitable causes you support are entirely up to you. If you are unsure who you would like to support, visit [www.charitiestrust.org/charities](http://www.charitiestrust.org/charities), where there is a list of over 8000 charities to choose from.
- Payroll Giving is the easiest way to support more than one charity.

Your Pledge	Cost to you at basic tax (20%)	Cost to you at higher tax (40%)	Total value of your donation less Charities Trust 25p admin*
£5.00	£4.00	£3.00	£4.75
£10.00	£8.00	£6.00	£9.75

\*Note from Charities Trust. If your employer pays the admin the total value of your donation will be sent to your chosen charity(ies).

## How to take part?

- Simply complete the attached form.
- Choose between standard Payroll Giving or open a Freedom Account.
- Return the completed Payroll Giving authorisation form to your payroll department.
- Contact Charities Trust to amend your choice of charity or recognised good cause.
- If at any time you wish to change or stop the donations contact 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 with 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 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 \_\_\_\_\_

\*Charities Trust will use this address to confirm your donation

Telephone \_\_\_\_\_

Email\* \_\_\_\_\_

\*By providing your email address allows Charities Trust to communicate to you via email. We will not pass your email address to any third party and will only send correspondence relating to Payroll Giving and other fundraising initiatives.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## OFFICE USE ONLY

Payroll Code \_\_\_\_\_

Charities Trust Ref No 

C	T						
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PG Donor No 

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

Charities Trust  
Suite 22, Century Building  
Tower Street, Brunswick Business Park  
Liverpool L3 4BJ  
Helpline: 0151 286 5129

For more charities visit:  
[www.charitiestrust.org/charities](http://www.charitiestrust.org/charities)  
where there are over 8000 charities to choose from.

Charity Registration No 327489 Company Registration No 2142757

Once form is completed please return to your Payroll Department

Charities Trust will use your information for administration and analysis. We may share your information with other companies or carefully selected third parties. We, or they, may send you details of other goods and services which may be of interest to you. The information may be provided by letter, telephone or other reasonable means of communication. If you do not want your details to be shared with carefully selected third parties, please tick this box

**charitiestrust**  
helping you to help others  
making your donations work harder