



## PAYROLL GIVING - INFORMATION FOR EMPLOYEES

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Your Questions Answered

### How do I sign up to Payroll Giving?

All you need to do is sign up through our page on [Sharing the Caring](#). Sharing the Caring will check that your organisation offers a Payroll Giving scheme. They will also then notify your payroll department and get your donations set up.

### How can I calculate my Payroll Giving donations?

Our partners, Sharing the Caring, have a simple Payroll Giving calculator you can use here: [www.stcpayrollgiving.co.uk/employees/](http://www.stcpayrollgiving.co.uk/employees/)

### What if my company doesn't offer Payroll Giving?

Sharing the Caring will let you know if your company doesn't offer Payroll Giving. They are also more than happy to get in touch with the relevant person and try and introduce one.

### Who can I give to through Payroll Giving?

You can donate to any registered charity in the UK. If you use this form, our details will be filled in for you.

### When will my first donation be made?

This is dependent on when you complete and submit your form. It is then usually the following payment processing date but depends on your company's payroll processing.

### How will I know that The Gurkha Welfare Trust has received my donation?

You will be able to see your charitable donations on your payslip alongside pre-tax deductions. The Payroll Giving Agency that your workplace has signed up to handle all of the donations and these agencies are regulated by HMRC. The Payroll Giving Agency is sent a copy of your donation form and they will then be able to match up which charity to send the donation to.

We'd also like to thank you and keep you up-to-date with our newsletter which is sent three times per year. You can also sign up to our e-newsletter at [gwt.org.uk](http://gwt.org.uk).

### How will you use my information?

We will only contact you in the way you have requested. You can read our full privacy policy here. If you wish to amend how we contact you, please contact us on [info@gwt.org.uk](mailto:info@gwt.org.uk) or call 01722 323955.

### Is there a minimum or maximum amount you can give?

No, there is no minimum or maximum gift that you give.

### How is Payroll Giving different to a regular Direct Debit with Gift Aid?

Gift Aid allows a charity to claim back the tax you have already made on your donations. As Payroll Giving is taken from your gross salary (pre-tax), there is no need for us to claim the tax back through Gift Aid.

### **Can I amend my donation?**

Yes, you can amend your donation, replace or add to existing donations at <https://udon8.org/gwt>.

### **How do I cancel my donations through Payroll Giving?**

Notify your payroll department directly and they will be able to cancel this for you. They will also be able to confirm when your last donation will be made depending on the payroll cycle.

### **What happens if I leave my job?**

If you leave your employer, your Payroll Giving donation will automatically stop and is not transferable. If you are moving to a new employer, we hope that you will consider giving through Payroll Giving again and you can sign up again here.

### **Do I have to pay anything?**

Payroll Giving Agencies are charities themselves to cover their operating costs and will take from 25p per each payroll deduction or 3 - 4%. This will be taken before the donation is sent to the charity. Some employers do offer to pay this fee so 100% of your donation will come directly to us.

### **Can I give through my pension?**

Yes, you will need to receive an occupational pension and your pension provider deducts tax through the PAYE system! Please contact your pension provider to arrange this.

## **GET IN TOUCH**

Email: [info@gwt.org.uk](mailto:info@gwt.org.uk)

Telephone: 01722 323955

[www.gwt.org.uk](http://www.gwt.org.uk)