



## PAYROLL GIVING - INFORMATION FOR EMPLOYERS

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Your Questions Answered

### **What is Payroll Giving?**

Payroll Giving is a tax-efficient way for your employees to make regular donations to The Gurkha Welfare Trust.

### **Why offer Payroll Giving to employees?**

Payroll Giving helps boost staff morale and motivation and helps you to develop your corporate social responsibility.

### **Who can join in the Payroll Giving scheme?**

Any employee you pay using Pay As You Earn (PAYE) tax can join the scheme.

### **How does Payroll Giving work?**

An employee will sign up to give donations through Payroll Giving. Your payroll department will make the charitable donation deductions and ensure this is done before tax. Employees will get tax relief straight away. You then pay this money over to an HMRC approved Payroll Giving Agency and they will distribute to the charities chosen by Payroll Givers.

### **What records will we need to keep?**

As an employer, you will need to have a contract with a Payroll Giving Agency, proof of authorisation from your employees who have opted to give this way and allow deductions to be taken from their salary, and a record of each deduction and confirmation from the Payroll Giving Agency.

### **Is there any cost to us?**

The cost of Payroll Giving to an employer is minimal – this will be the administration cost which will sit within your existing payroll costs.

### **Do the Payroll Giving Agencies charge a fee?**

Payroll Giving agencies will charge no more than 4% of the donation or 25p for each payroll deduction. They do this before the income is distributed to charities.

### **Can we pay the Payroll Giving Agency charge?**

You as an employer can certainly cover the fees, and many do. This allows 100% of the donation to go to your employee's chosen charity. And you can use this payment as a deduction against profits.

### **Can we match employee donations?**

Of course! This can form part of your CSR policy and support your employees. Any donation you make as an employer, you can use as a deduction against profits.

### **Do we need to know all of the charities our employees donate to?**

No, your employees can keep this confidential if they wish.

### **Will employees get unwanted communications from charities they give to?**

We like to thank our donors for their generous support, but we will communicate to them how they have chosen to hear from us. Each Professional Fundraising Organisation require donors to opt-in to each communication method. You can look at our [privacy policy](#) to see how your data will be used.

### **How do I set up a Payroll Giving scheme for my workplace?**

You will require a Payroll Giving Agency from approved partners <http://www.apgo.org.uk/members/> and can sign up to a Professional Fundraising Organisation and have a representative visit your workplace.

### **How can we get the most out of Payroll Giving schemes?**

Make sure you promote Payroll Giving to staff – best place is the starter induction. Some workplaces offer incentives such covering the admin fee, match giving or giveaways. We'd always be happy to help find a creative way to promote Payroll Giving to your workplace, just get in touch.

## **GET IN TOUCH**

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