

Payroll Giving Guide for Employers

What is payroll giving?

Payroll Giving is an easy way to make a regular donation. You can donate to Children 1st (or any UK registered charity) directly from your salary before tax with no need to share your bank details.



Payroll Giving not only gives charities regular and reliable income, but also provides a tax-break on your donations by up to 40%.

Benefits of Payroll Giving to your business

As well as helping children and families in Scotland, offering a payroll giving scheme offers many other benefits to your organisation:

- ★ It shows your support for causes that are important to your employees
- ★ Boosts staff morale and aids in recruitment and retention of staff
- ★ Can be incorporated into your Corporate Social Responsibility policy and is easily reported on
- ★ Recognition via Payroll Giving Quality Marks
- ★ As well as having low set-up and administration costs, any administration fees can be offset against the employers' profits for tax purposes, treated as a charitable donation

Benefits of Payroll Giving to your employees

- ★ Value, tax relief on donations allows them to give more, for less
- ★ Easy to set up and to maintain
- ★ No bank details needed on sign-up
- ★ Busy employees can give back without running races or baking cakes

Setting up Payroll Giving at your organisation

1. Get your whole organisation on board

Share with your team how setting up a Payroll Giving scheme benefits your organisation. Include management, HR, finance, and other relevant stakeholders.

2. Find and sign-up with a Payroll Giving Agency (PGA)

Payroll Giving Agencies (PGAs) will distribute donations deducted from your employees' pay to their chosen charities. These organisations are authorised by HMRC and will supply an audit trail. When you have chosen a PGA, contact them directly to get officially set-up. They will guide you through any administration processes. You can find a list of HMRC approved PGAs on www.gov.uk.

3. Promote Payroll Giving to your staff

Use this opportunity to promote your Payroll Giving scheme. You might run webinars or include information on the staff intranet and in new-start induction packs. You may even want to run a charity awareness day, of which Children 1st would gladly attend. We would also be happy for you to share our "Payroll Giving for employees" leaflet company wide.

4. Start collecting Payroll donations

Employees can then sign up for Payroll Giving through your payroll team, giving details of the charity they would like to support. All they need is their employee number and national insurance number, no bank details required.

5. Children 1st receives life-changing funds

Each payday, charities receive donations deducted from participating employees' payslips through the PGA. This regular support helps us to plan and continue to do what we do. Thank you!