

Charities Trust has a range of products and services that makes it easy for you to give:

## Payroll Giving

- Payroll Giving enables you to donate directly from your pay or pension to any charity or recognised good cause registered within the UK.
- Most importantly, this donation is tax free, meaning it costs you less to give more.

## How does it work?

- A regular donation is deducted from your gross pay, before tax - either weekly or monthly.
- This means that a donation of £10.00 per month will cost a 20% tax payer £8.00, £6.00 if you are a 40% tax payer or £5.50 if you pay 45%.

Your Pledge	You pay (20% tax payer)	You pay (40% tax payer)	You pay (45% tax payer)	Your charity receives*
£5.00	£4.00	£3.00	£2.75	£5.00
£10.00	£8.00	£6.00	£5.50	£10.00
£50.00	£40.00	£30.00	£27.50	£50.00

\* Subject to your employer covering the administration fee.

- As your Payroll Giving Agency regulated by HMRC, Charities Trust processes donations and charges a small administration fee of 25p per donor, per month to cover our costs. This may be paid by your employer.

## Why take part?

- Payroll Giving is one of the most tax effective ways 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.
- You can choose to support any UK registered charity or good cause.
- Payroll Giving is easy to set up and hassle free for you and the charities you support.

## Making changes to your Payroll Giving

- If you wish to amend your choice of charities or good causes at any time you can do this by contacting our customer services team.
- To change the amount that you donate, or to stop your donations you will need to contact your payroll department.

## My Giving Account

- My Giving Account is an optional addition to your charitable giving. It is a personal online account that allows donors to put aside money specifically for charity.
- With a My Giving Account your payroll giving donations are paid into your account giving you the choice and flexibility to:
  - Put money aside dedicated to charitable giving.
  - Easily schedule regular donations - monthly, bi-monthly quarterly, half yearly or annually.
  - Support you colleagues or friends when they take part in charity events using Sponsor Me.
  - Make one-off donations at any time.
  - Support any UK registered charity or good cause.

Please note: To set up a My Giving Account you'll need to donate a minimum of £10 per month; it can take up to 12 weeks for your first donation to show in your account.

## Sponsor Me

- Sponsor Me is an online event fundraising tool like Just Giving and Virgin Money Giving, which enables you to raise money for charity through sponsorship.
- With Sponsor Me you can easily set up fundraising pages for charity events - whether it's a 10k run, climbing Kilimanjaro or a corporate fun day.
- Even better, if you have a My Giving Account you can make donations to your colleagues or friends Sponsor Me fundraising pages easily and free of any charges.
- To find out more about Sponsor Me visit [www.sponsorme.co.uk](http://www.sponsorme.co.uk)

## Next steps

To set up Payroll Giving and access any of these additional services, complete the attached form and return it to your payroll department.

## PERSONAL DETAILS (Please use block capitals)

\* mandatory field

Employee ID/Payroll No\*

Employer name\*

Mr  Mrs  Miss  Ms

Other (please specify)

Surname\*

First name\*

Home address\*

Postcode\*

Email\*

Phone\*

Signed\*

Date\*

## PAYROLL GIVING (See guidance overleaf)

Please include the address and/or charity number of your chosen charity/ies. You can nominate more than one charity.

Charity No.

Name

Address

Donation

£

Charity No.

Name

Address

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)

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

## MY GIVING ACCOUNT (OPTIONAL)

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

Monthly deduction

£

Minimum £10 donation per month

Once your My Giving Account has been set up Charities Trust will send you a welcome pack, personal account number and details of how to manage your account online.

## OFFICE USE ONLY

Payroll Code

Charities Trust Ref No

C

T

PG Donor No

# Charities Trust<sup>®</sup>

connecting through giving™

Once this form is completed please return to your Payroll Department.

Charities Trust will use your information for administration and analysis and will only send you correspondence relating to Payroll Giving and other fundraising initiatives.

Unless you have chosen to remain anonymous, your chosen charity/ies may contact you to say thank you and keep you informed of their work.