

Payroll Giving

Regular donations are vital to fund our work in providing essential items to individuals and families in need across Leicestershire, Rutland and Northamptonshire. By donating through Payroll Giving, you can help change lives every time you're paid.

What is payroll giving?

Payroll Giving, also known as Give As You Earn, is a hassle-free way to donate to your chosen charity straight from your salary. This can be weekly or monthly (in line with your payroll).

How much can I donate?

It is up to you how much you would like to donate from your salary. You can also change this at any time by contacting your payroll department.

Your donation will be collected from your salary before tax, so your donation will cost you less through the tax break. For example, if you pay the basic 20 per cent tax rate and would like to donate £10 a month, £8 will be taken from your salary each month. The table below provides more examples.

Donation pledge	Cost to 20% tax payer	Cost to 40% tax payer	Cost to 45% tax payer
£2.50	£2	£1.50	£1.38
£5	£4	£3	£2.75
£10	£8	£6	£5.50

What are the benefits of Payroll Giving?

For employees:

1. Hassle free and easy way of donating regularly to charities you feel passionate about.
2. Donate more by paying less.
3. Inclusive to all – anyone can get involved, choose their charity and how much they want to donate.
4. Flexible – able to change or cancel your donation at any time. You can also donate to more than one charity.
5. Donor privacy and confidentiality – you do not need to tell your employer your donation amount and where it is going.

For employers:

1. Boost team morale – a happier workforce knowing that they are able to give back to the community and their employer supports them with this.
2. Attract next generation – many young employees are looking to work for organisations who care about the world around us, not just making profits. Read [Cone Communications study on employee engagement](#).
3. Gather data and insights from Payroll Giving reports to better understand what your employees care most about (with their consent).
4. National recognition – receive external recognition for charity contributions from the [Payroll Giving Quality Mark](#).



How do I start Payroll Giving as an employee?

To start donating through Payroll Giving, check with your employer that they currently offer a [Payroll Giving scheme](#).

If they do have a scheme in place, speak with your payroll department and they will provide you with an application form to complete. Your employer will sort the rest and arrange for your donation to be deducted from your salary.

If at any point your circumstances change, you can alter or cancel your Payroll Giving donation by contacting your payroll department. Moreover, if you change jobs, your Payroll Giving scheme will not be transferred across so you will need to start a new one with them.

If your employer does not have a scheme in place, speak with a senior member of the organisation to encourage them to set up a Payroll Giving scheme. Hopefully they will and you'll be able to start giving! If they choose not to go ahead, you can always consider becoming a regular donor for Charity Link by setting up a standing order with your bank. Click [here](#) for more details.

How do we start Payroll Giving as an employer?

You'll need to register with an HMRC approved Payroll Giving Agency (PGA). The agency will send your employee's donations to their chosen charities. The top three PGAs are [Charities Aid Foundation](#) (CAF), [Charities Trust](#), and [Charitable Giving](#). You can find a full list of approved agencies for Payroll Giving on the [HMRC website](#).

Your PGA will assist you in setting up the scheme and provide you with promotional materials to encourage your employees to join. They will explain to you how your employees can sign up to the scheme. The agency will also carry out checks to ensure the chosen charities are registered charities.

Each time you run the payroll, the donations will be taken from your employees' pay before tax. You'll send the donations to the agency and they will pass on the donations to the charities.

There are no set-up costs but some agencies will charge an administration fee. This is deducted from the employees' donations before being passed on to the charity. As an employer, you can choose to pay the fee, allowing the charities to receive more money (the costs of running the scheme can be deducted from profits before paying tax).

Some organisations choose to utilise additional support from a [Professional Fundraising Organisation](#) (PFO) who are experts in Payroll Giving.

And that's it!

But there are a few more things you can do to encourage more employees to sign up:

1. **Matched giving** – boost your employees' donations by 'like for like', or donate a set amount for each employee.
2. **Lead by example** – get as many people from senior management to sign up and showcase this.
3. **Staff rewards** for signing up through prize draws, or healthy competition between departments or branches.
4. **Internal communications** to tell your team about Payroll Giving and all its benefits.
5. **Link up with a PFO** who can speak with your employees.



Donate to Charity Link with Payroll Giving

When donating to Charity Link with Payroll Giving, your donation will go even further. Due to our unique way of working, untapping funds from charitable trusts, every £10 donated provides £50 worth of essential items for local people in need. Thus any donation, whatever the size, really does make a massive difference!

If you donated £10 a month through Payroll Giving to Charity Link, this would cost you £8 a month and Charity Link would be able to provide £50 worth of essential items for families facing financial hardship each month – that’s incredible!

Donation pledge	Cost to 20% tax payer	Cost to 40% tax payer	Cost to 45% tax payer	Essential items provided
£2.50	£2	£1.50	£1.38	£12.50
£5	£4	£3	£2.75	£25
£10	£8	£6	£5.50	£50

Through Payroll Giving to Charity Link you can...

Provide a bed	Provide a cooker	Help a family after homelessness
<p>Cost to you £2.34</p>	<p>Cost to you £4.34</p>	<p>Cost to you £13.34</p>
<p>Your donation pledge £2.92</p>	<p>Your donation pledge £5.42</p>	<p>Your donation pledge £16.67</p>
<p>Provide a bed for someone in need each year!</p>	<p>Provide a cooker for someone in need each year</p>	<p>Provide essential items for a family to set up a new home after homelessness each year</p>

Your Payroll Giving will give hope to many people throughout Leicestershire, Rutland and Northamptonshire!

If you have any queries about Payroll Giving or [Charity Link’s work](#), please email us at hello@charity-link.org