

Payroll Giving: a guide for employers

**YOUNG LIVES**  
**vs CANCER**  
**CLIC SARGENT**

**JOIN OUR  
FIGHT FOR  
YOUNG LIVES  
AGAINST  
CANCER**

**Promote a payroll giving scheme for CLIC Sargent**

[clicsargent.org.uk/payrollgiving](https://clicsargent.org.uk/payrollgiving)

CLIC Sargent is the UK's leading cancer charity for children and young people, and their families. When cancer strikes young lives, we limit the damage it causes beyond their health.

## WHAT IS PAYROLL GIVING?

Payroll Giving is a simple and tax-efficient scheme that enables your employees to donate regularly to a UK charity of their choice directly from their pay before tax.

It provides charities like CLIC Sargent with reliable, regular income and gives employees a tax break on the donations they make. For example, if a basic rate taxpayer gives £10 per month to CLIC Sargent, it would only cost them £8. Similarly, a higher rate taxpayer giving £10 per month would only pay £6.

Payroll Giving also shows your commitment to the good causes your employees care about.

Employee pledges (from gross pay)	Cost from take home pay	Cost from take home pay	Cost from take home pay	CLIC SARGENT RECEIVES
Monthly	Basic rate tax payer (20%)	Higher rate tax payer (40%)	Additional rate (45%)	
£5.00	£4.00	£3.00	£2.75	£5.00
£7.50	£6.00	£4.50	£4.12	£7.50
<b>£10.00</b>	<b>£8.00</b>	<b>£6.00</b>	<b>£5.50</b>	<b>£10.00</b>
£20.00	£16.00	£12.00	£11.00	£20.00

# SETTING UP A PAYROLL GIVING SCHEME

1. If you don't have a Payroll Giving scheme, simply complete the attached Payroll Giving employer's reply form and we'll explain how simple it is to set one up.
2. Payroll Giving schemes are administered through Payroll Giving Agencies (PGAs) such as Charities Aid Foundation, Charitable Giving and Charities Trust. They're authorised by HMRC to pass employee donations on to their chosen charities.
3. Your employees can complete a Payroll Giving pledge form to tell us how much they would like to donate.
4. At the end of each month, or week, depending on your paydays, your payroll administrator makes a deduction from each participating employee's gross salary and passes it on to us through your chosen PGA.

## Getting the word out

It's important to let your employees know that you're setting up a Payroll Giving scheme. You should aim to do this regularly and in a number of different ways such as:

- Promotion on notice boards
- Flyers or promotional materials on desks
- Screen savers
- Canteen tray liners
- Including Payroll Giving donation forms on the company intranet and in dedicated emails
- Features in internal publications, such as newsletters
- Emails from senior management and line managers to encourage participation.

We also use Professional Fundraising Organisations and they can help you promote your scheme.

## Promoting your Payroll Giving scheme

Getting buy-in from your staff is the biggest step to getting your scheme up and running. Making a big splash at a launch will encourage everyone to take part, but it may be necessary to promote the scheme in a variety of ways to engage all staff members.

Getting your HR department involved is, of course, vital. Make sure that Payroll Giving becomes a part of your company induction process and that information and forms are included in staff handbooks. If your promotion is a success, you could be eligible for a Payroll Giving Quality Mark and enter the National Payroll Giving Excellence Awards too!

# Payroll Giving employer's reply form

Please send this form using our freepost address to:  
Freepost RTJB-SGSA-YTRE, CLIC Sargent, Whitefriars,  
Lewins Mead, Bristol BS1 2NT.

Company Name:

Address:

Postcode:

Telephone:

Fax:

E-mail:

Contact Name:

Department:

No. of employees:

Sector:

Would you like more information on:

- Setting up a new Payroll Giving scheme to enable your staff to give to charities through their salary? Y  N
- Re-launching an existing Payroll Giving scheme? Y  N
- CLIC Sargent Payroll Giving promotion materials? Y  N
- Other ways your company can support CLIC Sargent? Y  N

Signed:

Name:

Job Title:

Date:

Thank you, your support will make a huge difference to children and young people with cancer.

**CLICSARGENT.ORG.UK/PAYROLLGIVING**



Registered charity number 1107328 and registered in Scotland (SC039857)  
Company Number: 5273638. 18HD027/B

