



Payroll giving

How Payroll Giving works

Payroll Giving allows you to make regular or one-off donations to charities of your choice directly from your pay packet or occupational pension. Your donations are made before Income Tax is deducted and you only pay tax on what's left. This means that you are given tax relief on your donation immediately - and at your highest rate of tax.

Your pledge	Actual cost to you (standard tax rate)	Actual cost to you (higher tax rate)	Donation received by Cash for Kids
£5.00	£4.00	£3.00	£6.00
£10.00	£8.00	£6.00	£10.00
£20.00	£16.00	£12.00	£20.00
£50.00	£40.00	£30.00	£50.00

Who can use Payroll Giving?

You can use Payroll Giving provided both of the following apply:

- You are an employee or you get an occupational pension and your employer/pension provider deducts tax through the PAYE system.
- Your employer or pension provider operates a Payroll Giving scheme.
- If your employer or pension provider does not operate a scheme, you could ask if they would be willing to start one. They can find out about the scheme on HM Revenue & Customs (HMRC) website.

How do you start payroll giving?

- Choose how much you would like to give.
- Print and complete the Payroll Giving form on the next page.
- Give it to your employer to authorise them to deduct your donation from your regular pay.
- Send a copy of the completed form to: **Cash for Kids, Radio City, St. John's Beacon, 1 Houghton Street, Liverpool, L1 1RL**

Payroll Giving Authorisation Form

To authorise payroll donations to Cash for Kids, **complete and sign** this form and pass it to your employer.

Please send a copy to: Cash for Kids, Radio City, St. John's Beacon, 1 Houghton Street, Liverpool, L1 1RL

I would like to make a regular donation to **Cash for Kids** from my salary.

Title (Mr/Mrs/Miss/Ms) *(delete as appropriate)*

First name _____

Surname _____

Address _____

Postcode _____

Email _____

Employee payroll number _____ *(this can be found on your payslip)*

Employer name _____

NI Number _____

Please deduct the following amount from my salary: *(circle your choice)*

£5 £10 £25 £50 £100

Other amount £ _____

(delete as appropriate)

I am paid: weekly/monthly

I authorise the total tax-free deduction of **£** _____ from my salary each **week/month** *(delete as appropriate)* and certify that my payroll donations are not being made under Gift Aid or Covenant.

This donation is **new/in addition to/supersedes** my earlier instructions. *(delete as appropriate)*

Signature _____

Date _____

Cash for Kids will hold your details and contact you from time to time. We will keep your details and any correspondence private, and will NOT share them with other organisations. If you would prefer for your details not to be added to our database, please tick here

Registered Charity Number: 1122062