



# payroll giving

a simple and tax-effective way  
to give to charity





## what is Payroll Giving?

Payroll Giving is a scheme which allows you to donate to any charitable organisation, recognised by HMRC, directly from your pay. Payroll Giving is tax-efficient because the donation is taken from your pay **before** it is taxed.

## how it works

1. You authorise your employer to deduct regular charitable donations from your pay before tax.
2. If you make a £10 gift to a charity with Payroll Giving, your 'take-home pay' will only be reduced by £8 (and even less if you're a higher or additional rate tax payer).
3. You can keep track of your giving with regular statements and amend your choice of charities and the amount that you choose to give at any time. You can also log in to your account online to manage donations to your chosen charities.
4. You can choose to manage all of your giving anonymously. We will keep your choice of charities confidential from your employer if you wish, and you can even remain anonymous from the charities you are giving to, should you choose.

## why Payroll Giving?

Payroll Giving is a simple, easy way to support a range of different charities.

It provides a steady source of income to charities, allowing them to plan their spending more effectively.

If you complete a tax return, there's no need to include your Payroll Giving donations.

## eligibility

You will be eligible to join the Payroll Giving scheme provided your employer deducts Pay As You Earn tax from your pay or pension.

## the figures

Your Payroll Giving gift	You pay (20% tax payer)	You pay (40% tax payer)	You pay (45% tax payer)	Your charity receives
£10.00	£8.00	£6.00	£5.50	£10.00
£25.00	£20.00	£15.00	£13.75	£25.00
£50.00	£40.00	£30.00	£27.50	£50.00

These figures assume that the employer pays the modest administration fees associated with our Payroll Giving service.

Our Payroll Giving fees are very low. We charge a fee of 2.5% on each contribution to cover administration costs. Please see [stewardship.org.uk/fees](http://stewardship.org.uk/fees) for full details.

Payroll Giving costs the donor less. If you want your recipients to receive the benefit, why not consider increasing your contributions so that your chosen charities receive the benefit?

## what next?

Just complete the attached form and return it to Stewardship's freepost address.

If your employer is new to Stewardship, simply ask your employer's payroll department to complete a contract with Stewardship. We have a brochure for employers and will happily talk with them about our Payroll Giving service.



# payroll giving employee authorisation form

Please complete in BLOCK CAPITALS, using BLACK INK. Use a separate sheet if more space is required.

## A. Donation instructions to Stewardship – these details will not be shared with your employer

### Contact details

Title: Mr/Mrs/Miss/Dr/Rev:	Surname:
Forenames:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home address:	
	Postcode:
Telephone:	Email:
Stewardship will communicate with you by email unless specified. To receive communication by post, please tick here: <input type="checkbox"/>	

### Donation details

Stewardship now encourages account holders to request donations using an online giving account. If this is not your preference, please contact us to request a voucher book.

Recipient details (Name, address, charity number etc.)	Monthly amount	Start month	Anonymous
1.	£	M M Y Y Y Y	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	£	M M Y Y Y Y	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	£	M M Y Y Y Y	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please continue on a separate sheet if necessary.  
If you would like all future donation requests to be anonymous, please tick here

### Confirmation and declaration

I understand that my total gifts to Stewardship through Payroll Giving may not be used to satisfy any obligation to a charity under any other scheme or arrangement approved by HMRC, or as a gift under the Gift Aid scheme, or in payment for services rendered or goods supplied by the charity.

Signature of employee:	Date:
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*Please continue overleaf*



**B. Employee Authority – these details will be shared with your employer**

**Your details**

Title: Mr/Mrs/Miss/Dr/Rev:	Surname:
Forenames:	<input type="checkbox"/> Male <input type="checkbox"/> Female
National Insurance Number:	
Employer name:	
Employer address:	
	Postcode:
Employer telephone number:	Employer email:

**Your payments**

Please deduct my total Payroll Giving donation from my gross pay each month as a gift to charity (minimum £5):

The sum of:	£
Starting from:	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Signature of employee:	Date:

This instruction supersedes any previous instruction.

**C. Data protection**

1. From time to time, we may contact you about other services we think may be of interest to you. Please tick here if you do not wish to receive these:
2. We will share your name and postal address with the recipients you have chosen to support in order that they may contact you. If you do not want you details shared with specific recipients, please tick the anonymous option against your donation for their support. If you do not want us to share your personal details with any of your chosen recipients, please tick the box stating that you wish to remain anonymous for all of your giving, located at the end of section A.
3. We may share some of the details you provide to us with trusted external agencies, but will only do so where necessary and for the purpose of the creation and maintenance of your account with us. We will not share your details with anyone else unless legally obliged to do so.

**Once complete, please return to:  
Stewardship, 1 Lamb’s Passage, London EC1Y 8AB**

For further information or assistance, please contact us on 020 8502 8560 or email [giving@stewardship.org.uk](mailto:giving@stewardship.org.uk)

Stewardship Payroll Giving is an operating name of Stewardship Services (UKET) Ltd, a registered charity no. 234714.