



# 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.

Your privacy is very important to us. For more information about how we handle and protect the information you provide us, visit [stewardship.org.uk/privacy](http://stewardship.org.uk/privacy).

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.

## A. Donation Instructions to Stewardship

THESE DETAILS WILL NOT BE SHARED WITH YOUR EMPLOYER

### Contact details:

Title:	Surname
Forenames:	
Home address:	
	Postcode:
Email:	Telephone:

Stewardship will communicate with you by email unless specified. To receive communications by post, please tick here.

### Donation details:

Recipient Details (Name, Address, Charity Number etc.)	Amount	Start Month <sup>1</sup>	Anonymous? <sup>2</sup>
1.	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please make my account anonymous. Tick this box and we'll never pass on your contact details to any recipients you support.<sup>3</sup>

<sup>1</sup> Please contact us if you would like to set up your regular giving at an alternative frequency to monthly.

<sup>2</sup> If you choose to make this donation anonymously we will not pass on your contact details (name, address and email) to the recipient that you support. If you choose to share your contact details we will make this information securely available to your recipient. Please note, this may include sharing your data outside of the EU if you choose to support a recipient located outside of the EU.

<sup>3</sup> Tick this box to set your account to anonymous by default. You can change this request at any time. Alternatively you can opt to make specific donations anonymous when you prefer (see point 2).

## B. Confirmation

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



**C. Employee Authority**

THESE DETAILS **WILL** BE SHARED WITH YOUR EMPLOYER

**Your details:**

Title:	Surname
Forenames:	
National Insurance Number:	
Employer name:	
Employer address:	
	Postcode:
Employer email:	Employer telephone:

**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:	M M Y Y Y Y
Signature of employee:	Date:

This instruction supersedes any previous instruction.

**Once complete, please return to: Freepost RTJE-CBKS-LAES, Stewardship, 1 Lamb's Passage, London EC1Y 8AB.**

For further information or assistance, please contact our giving services team 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