



Join The Christie
against cancer

The Christie
Charitable Fund

PAYROLL GIVING



A guide for employers

What is payroll giving?

Payroll giving (sometimes known as Give as You Earn) is a tax efficient scheme that allows your employees to make a regular donation to The Christie charity straight from their salary.

Whatever the size of your business, every employer in the UK can support payroll giving. It's quick and simple to set up and helps to raise millions of pounds a year for charities all over the UK.

Benefits to the employer of payroll giving

- Boosts your corporate social responsibility profile and reputation
- Shows commitment to your employees
- Improves staff morale and motivation
- Increases your organisation's charitable giving with minimal effort
- Makes it as easy as possible for your employees to give regularly and demonstrates a commitment to causes your employees care about
- Simple to set up and run
- Recognition through quality marks and excellence awards



Benefits to the employee

- Easy and convenient – straight from employees' pay, so no need to give bank account details
- Tax effective – it costs employees less to give more
- Supports the causes they care about
- Flexible – control over how much they want to donate and to which causes
- The only way for higher rate taxpayers to pass their full tax relief to charity

Payroll giving contributions are deducted from gross pay before tax is calculated by your payroll department, so employees donations will cost them less.

Donation amount	Cost to standard rate taxpayer	Cost to higher rate taxpayer
£5	£4	£3
£10	£8	£6
£15	£12	£9

Why support The Christie through payroll giving?

We are dedicated to supporting cancer patients and their loved ones through and beyond their cancer journey.

The Christie is one of the largest cancer centres in Europe. We serve a population of 3.2 million people across Greater Manchester and Cheshire. As a national cancer specialist, around a quarter of our patients are referred to us from other parts of the country. Wherever our patients come from, they are always at the heart of everything we do. We offer services above and beyond NHS funding, that really make a difference to people's lives.

With you and your employees' support, we can help more people like Dave Kearney. Payroll giving donations mean we can carry out more research, give more people the very best treatment and care – and save even more lives.



Thanks to the treatment I've had at The Christie I still enjoy life and can watch my team, Manchester City, and go to the cricket."

Dave Kearney

How it works

There are five easy steps to set up a successful payroll giving scheme.



Step 1 – Sign up with a Payroll Giving Agency (PGA)

Simply choose from one of the HMRC approved agencies at www.gov.uk/payroll-giving. Complete their registration agreement form and return it to them. Your PGA will then validate your employees' nominated charities and distribute the donations. PGAs usually charge an admin fee, typically no more than four per cent, which is deducted from your employees' donations before they are distributed to charities. You can choose to cover this charge so that 100 per cent of your employees' donations go to their chosen charities.

Step 2 – Promote your payroll giving scheme

Many of your employees may not be aware of payroll giving or the benefits donating to the scheme has for charities like The Christie. You could send out an all staff email, promote this on your social channels, place an advert on your staff intranet, distribute flyers and posters or hold a payroll giving event (in person or virtually). For more ideas or advice or to access promotional materials please contact: the-christie.appeals.companies@nhs.net

Step 3 – Get everyone on board

Get the support of senior management, payroll, and human resources right from the start. Let them know how great payroll giving is, and the benefits of regular giving to The Christie. Your payroll team is particularly important – most payroll systems can facilitate payroll giving, it usually just needs a box ticking. They then process the deductions and forward all the donations to your payroll giving agency.

Step 4 – Sign up time

All your employees need to do now is sign up. Simply ask them to fill in this form on our website www.christies.org/payrollgiving and then send these to your payroll department. Alternatively, ask them to fill in the online form at www.christies.org/payrollgiving and we will do the rest.

Step 5 – The giving begins

Now you're set up for payroll giving and your employees have signed up to the scheme, The Christie will start to receive your donations. Your participating employees' payslips will display their donation alongside any other deductions they have signed up to.

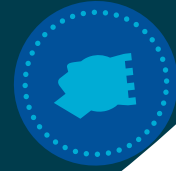


One extra step – matched giving

To encourage more employees to sign up, you can set up 'matched giving' alongside your payroll giving scheme. This can be a powerful incentive for your employees to take part and a great way to show your staff that you support what they care about. You can match as much or as little as you like of your employees' donations. And don't forget – your organisation can offset any donations made to charity against corporation tax.

Reward and recognition

Once your scheme is up and running, you can apply for the Payroll Giving Quality Mark. Simply for making payroll giving available to your staff, you will receive the Quality Mark certificate and logo, which you can use on your website, letterheads, and any other literature. There are six levels of Quality Mark – standard, bronze, silver, gold, platinum and diamond. To find out how to apply for the Quality Mark and awards, visit www.apgo.org.uk/payroll-giving-quality-mark



Frequently Asked Questions

How flexible is payroll giving for my employees?

The scheme is as flexible as your employees want it to be. They can increase, decrease, start, or stop their donations at any time. Another benefit of the scheme is that donations can be made to one or more charities – all they will need to do is specify which charities they would like their donations to go to.

How do I choose a Payroll Giving Agency?

There are several HMRC registered PGAs to choose from. You can find a list of all approved agencies www.gov.uk/payroll-giving. Once you have chosen a PGA, you will be able to download a copy of their registration agreement form from their website, or simply call them and they will send one to you.

How are the funds transferred via PGAs?

All funds are sent to your PGA by your payroll department, and these are then transferred to your chosen charity or charities. The donation deductions will then appear on employees' payslips. Your PGA will also report back to you so that you can keep track of total employee donations.

How much will the scheme cost to set up?

Most employers say there are no identifiable costs in setting up a payroll giving scheme.

Further information

You can contact us at The Christie for more information and advice including further resources such as a payroll giving leaflet for your employees. Please visit www.christies.org/payrollgiving or email us at: the-christie.appeals.companies@nhs.net



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