



Payroll Giving Sign-Up Form

Yes, I want to set up Payroll Giving to help charities that are important to me.

An Example of Payroll Giving :

A Monthly pledge of	Cost to you if you Pay 22% tax	Cost to you if you Pay 40% tax
£10	£7.80	£6.00

Mr/Mrs/Ms/Other:

First name:

Surname:

Home address:

Postcode:

Daytime phone number:

National Insurance Number:

Employee Number:

The Charity I want to support

Charity name and address:

Donation:
(amount per pay period)

£

The Mark Wright Project
40/8 Hardengreen Business Park
Dalhousie Road
Dalkieth
EH22 3NX

Please tick the appropriate boxes below:

- I am paid weekly
- I am paid monthly
- One-off donation
- I want my choice to remain confidential from my employer
- I do not want my name given to the Charity named above

Declaration (needs to be completed and signed)

Please deduct a total offrom my gross pay each pay period as a gift to charity. I confirm my understanding is that no further tax in recoverable from the gift. I understand that only gifts to organisations with charitable status within the UK can be accepted and no gift can be made as a membership subscription or to pay for goods and services supplied.

Signature:

Date:



The Mark Wright Project

Supporting Active Veteran Engagement

How Payroll Giving works

The scheme is managed by HM Revenue & Customs approved Payroll Giving Agencies (PGAs), which are themselves charities who run it on behalf of employers and pension providers.

As an employee you need to ask your payroll department to deduct regular charitable donations from your gross pay (before calculating their PAYE tax payable, but after National Insurance contributions). The company then passes that money to a PGA, which sends the donations to the appropriate charities.

PGAs usually deduct a small administration fee for each donation. Sometimes the employer pays this on the donor's behalf.

All of the organisations listed below are approved and monitored by HM Revenue & Customs (HMRC) for the purposes of Payroll Giving. They can help you to promote Payroll Giving in the workplace, whether using a professional fundraising organisation, staff champions or a chosen charity.

- [Achisomoch Aid Company](#)
- [BEN - Motor and Allied Trades Benevolent Fund](#)
- [Charities Aid Foundation](#)
- [Charities Trust](#)
- [The Charity Service Ltd](#)
- [KKL Payroll Giving Agency](#)
- [Northern Ireland Council for Voluntary Action](#)
- [Scottish Council for Voluntary Organisations](#)
- [Charitable Giving](#)
- [Sovereign Payroll Giving \(Stewardship\)](#)
- [United Way Payroll Giving Service](#)
- [The Lincolnshire Community Foundation](#)