



Payroll Giving

Payroll Giving is a simple way of raising valuable revenue funding for Paces with very little work from yourself! Please see our 'how to' guide to set up your Payroll Giving donation.

For Employees

Payroll Giving allows you to donate a portion of your pre-tax salary to your chosen charity, because the donation is taken before tax it is a cheaper way of donating to your favourite charity.

It is your employer that needs to set up and run the Payroll Giving Scheme, so if they don't already have a scheme, you may wish to speak to them about putting one in place.

As a payroll donor, you will be entitled to tax relief, and the amount you get will depend on the rate of tax you pay. For example, if you choose to donate £1, you will pay:

- 80p if you're a lower rate taxpayer
- 60p if you're a higher rate taxpayer
- 55p if you're an additional rate taxpayer

For more information please see www.payrollgiving.co.uk

For Employers

If you don't already have a Payroll Giving Scheme, you will need to contact a Payroll Giving Agency to set one up.

The Gov.uk website holds a list of approved Payroll Giving agencies - www.gov.uk/government/publications/payroll-giving-approved-agencies.

Once your Payroll Giving Scheme is in place, you will be able to deduct your employees chosen donations each time you run your payroll. Donations will be taken from your employees' pay before tax is deducted, but after National Insurance deductions have been made.

You will send the donations onto your chosen Payroll Giving Agency – they will then take responsibility for passing these onto Paces.

Your agency will be able to answer any questions you and/or your employees may have about the Payroll Giving Scheme; they will be able to support you and provide guidance.

Some agencies charge an administration fee, they may deduct this from employees' donations before they pass them onto Paces. However, if you choose to pay the fee, Paces will glean greater benefit from your Payroll Giving Scheme.

As the employer, you can deduct the costs of running a Payroll Giving Scheme from your business profits before tax.

**For more information about this or any other fundraising ideas,
please contact our Fundraising Team on 0114 284 4488 or julie.booth@pacesheffield.org.uk**

Download all our guides and our fundraising proposal form at www.pacesheffield.org.uk/fundraisingideas



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