

Payroll Giving

Fact Sheet for Employers

Corporate Social Responsibility is an increasingly important aspect of business, with employees and the public expecting companies to be making a difference in their community. Implementing a payroll giving scheme gives your employees the chance to give easily and effectively to a charity that they care about.



Benefits for an employer:

- **Minimal Effort, High Reward**

It is quick, simple and cost effective to set up with virtually no set-up costs. On average, employees will donate for 5 years and therefore payroll giving represents a reliable and crucial income stream for St Peter's Hospice.

- **Recognition**

Boosts your reputation as a conscientious and caring company amongst your employees, the public, and other businesses

- **Boosts Moral**

Demonstrates your commitment to helping employees support the causes they care about which helps to boost moral whilst benefiting staff recruitment and retention.

Benefits for employees:

Easy support

Provides employees with the opportunity to support the causes they care about

Tax-effective

Employee's donations come out before tax and therefore it costs them less each month to give more.

It's really flexible

You can change the amount you give and stop or freeze payments whenever you want



St Peter's Hospice
For Patients, Families and Bristol

Your employee's Donation Pledge	£5	£10	£20	£50
Cost to employee at 20% tax (net)	£4	£8	£16	£40
Cost to employee at 40% tax (net)	£3	£6	£12	£30

How to set up your Payroll Giving Scheme:

• Step 1

Check to see if you are already set up with a Payroll Giving Agency (PGA), if so, you don't need to read any further.

• Step 2

If you are not, you will need to sign up with a Payroll Giving Agency. Charities Trust, Charities Aid Foundation, and Charitable Giving are the 3 main ones. There is lots of information online about how to sign-up and they are very happy to guide you through the whole process. This Payroll Giving Agency will then validate your employee's chosen charities and distribute the donations. PGA's usually charge an admin fee, typically no more than 4%, which you can choose to cover so that 100% of your employee's donations go to their nominated charities. The Payroll Giving Agencies are payroll giving experts and so they will be able to guide you, step-by-step, through the process.

• Step 3

Once your scheme is all set-up you can start promoting it to your staff. Lots of employees may not know about payroll giving and so it is important that you get the information out there. Some of the best ways of promoting your scheme include going desk-to-desk or having a stand in a shared area. Using email and the intranet are also great ways to spread the word. We can provide you with the forms, so employees can sign up then and there and are happy to come along to your workplace to talk to staff about Payroll Giving.

• Step 4

After promoting Payroll Giving you should hopefully have lots of lovely members of staff signed up to donate each month to St Peter's Hospice, making a huge difference to the lives of families and individuals across Bristol facing life-limiting illnesses.

• Step 5

Let us know who has signed up so we can thank them. If the employee has stated they are happy for their details to be shared, let us know at corporate@stpetershospice.org.