

NSPCC payroll giving for employers

A really simple way to change children's lives.

It costs less to give more

At the NSPCC, our work with children – from counselling through ChildLine to providing therapy at one of our centres – depends on public donations. Without that support, our work simply couldn't continue.

The people who support us by giving a regular donation each payday make an enormous difference. Because it's tax-free, we can invest more in our work with children and young people at no extra cost to you.

Plus, it's an easy way to boost staff retention by sharing a common goal, enhance your community involvement and turn vulnerable children's lives around.



Benefits for employers:

- Quick, simple and cost-effective, with virtually no set-up costs.
- Enhances your corporate social responsibility profile.
- Boosts your reputation and public image.
- Demonstrates commitment to causes your employees care about.
- Aids staff recruitment and retention, and improves morale.
- Recognition through quality marks and excellence awards.

Benefits for employees:

- Easy and tax-effective, costing employees less to give more.
- Provides employees with the opportunity to support the causes they care about.
- Flexible giving employees full control over how much they want to donate and which charity or charities they would like to support.

Employee pledges	Cost to employee at 20% tax rate	Cost to employee at 40% tax rate
£5.00	£4.00	£3.00
£10.00	£8.00	£6.00
£20.00	£16.00	£12.00

Why the NSPCC needs your help

The NSPCC is the only charity focused on ending child cruelty across the UK. We help children and families directly through our local services, bring immediate support through our national helplines and provide training and support to people who work with children.

We campaign for changes to the law and lead public debate. Everything we do protects children and prevents abuse and it's made possible by people like you.

Our work is driven by the simple belief that no child should suffer. However, we know child abuse is widespread and much remains hidden. Until every vulnerable child has the support they need, we will continue to develop our services. **That's why we need your help.**



By supporting us through payroll giving you can provide us with a regular source of income, which enables us to plan ahead and continue to protect children and prevent abuse.



"Thanks to the NSPCC's help, I'm still standing."

Katie received counselling from us after she was sexually abused by her stepfather for more than 10 years. She now wants to find work helping children.

To find out more about our work, visit www.nspcc.org.uk

NSPCC 
Cruelty to children must stop. **FULL STOP.**

How it works

Every employer in the UK can set up payroll giving, no matter what your size or industry. It's quick, simple, and tax-efficient – and together you can help us to be there for more children who need us.

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 registered PGAs at the end of this guide. 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 – Set up your payroll system

Most payroll systems can facilitate payroll giving. It's usually as a simple tick-box option. Your payroll department processes the deductions and forwards all donations to your PGA.

The only record you need to keep is a list of all participating employees with the amount that has been deducted each period. Your PGA can also provide advice and support in the smooth running of your scheme.

Step 3 – Promote your payroll giving scheme

There are lots of ways you can encourage employees to sign up. Start by getting your senior management team on board by letting them know the benefits of payroll giving. You could send an all staff email, distribute flyers and posters or hold a fun payroll giving event.

We can send you an NSPCC toolkit to help you promote your scheme, just contact payrollgiving@nspcc.org.uk

Professional fundraising organisations can also help you with promotion. You can find some of them in the useful contacts section of this leaflet.

Step 4 – Employees sign up

All your employees need to do now is sign up. Just fill in the form on the NSPCC website www.nspcc.org.uk/payrollgiving or use the one your PGA has provided. Forward these forms to the PGA, so that it can distribute donations to your employees' chosen charities.

Step 5 – The giving begins

Now you're set up for payroll giving and your employees have signed up to the scheme, the NSPCC and other great causes will start to receive your donations. Your participating employees' payslips will display their donation alongside any other deductions they have signed up to. Every donation made to the NSPCC helps us get one step closer to ending cruelty to children in the UK.

Show your employees how much you care

Many employers also set up 'matched giving' alongside their payroll giving scheme, to encourage more employees to sign up. It 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 for you and your staff

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 websites, letterheads and any other literature.



Quality Mark awards

The Awards reward employers for demonstrating outstanding commitment to making a difference through payroll giving, benefitting worthwhile causes as well as employees. These are displayed through a coordinating certificate and logo. Awards are available for achieving the following participation rates:

- *Bronze award*
1-4 per cent employee participation in payroll giving.
- *Silver award*
5-9 per cent employee participation in payroll giving.
- *Gold award*
10 per cent employee participation, plus employer support, such as paying your PGA's admin fee, contributing through matched giving or active promotion of payroll giving.

To find out how to apply for the Quality Mark and awards, visit the Payroll Giving Centre's website at www.payrollgivingcentre.org.uk. Your payroll giving agency will monitor employee participation rates and you can contact them if you think you might qualify for an award.

National Payroll Giving Excellence Awards

In addition to the Quality Mark scheme, the government funds the National Payroll Giving Excellence Awards: an annual celebration of the efforts of employers and charities in promoting payroll giving. Previously hosted at Downing Street, the event recognises both new and existing schemes, and large and small employers. For more information about categories and eligibility, visit the Payroll Giving Centre website.

Useful contacts

You can contact us at the NSPCC for more information and advice. We can also provide you with further resources, such as a payroll giving promotional toolkit and leaflets about payroll giving for your employees. Please visit www.nspcc.org.uk/payrollgiving or email us at payrollgiving@nspcc.org.uk

Payroll giving agencies (PGAs)

CAF (Charities Aid Foundation)

Telephone: 03000 123 000
Email: giveasyouearn@cafonline.org
Website: www.cafonline.org

Charitable Giving

Telephone: 01822 611 180
Email: mail@charitablegiving.co.uk
Website: www.charitablegiving.co.uk

Charities Trust

Telephone: 01512 865 129
Email: info@charitiestrust.org
Website: www.charitiestrust.org

Professional fundraising organisations (PFOs)

You can ask a PFO to help you with designing and implementing a payroll giving promotion. PFOs have specialist fundraisers who can talk to your employees about payroll giving, answer questions and carry out the sign up process.

PFOs have a fee for each new donor they recruit which they charge to the charity, so there is no cost to employers.

Workplace Giving UK

Telephone: 020 8731 5125
Email: payrollgiving@workplacegiving-uk.com
Website: www.workplacegiving-uk.com

Sharing the Caring

Telephone: 03000 123 800
Email: enquiries@sharingthecaring.org.uk
Website: www.sharingthecaring.org.uk

Hands on Helping

Telephone: 01433 621 882
Email: admin@hands-on-helping.co.uk
Website: www.hands-on-helping.co.uk

Payroll Giving in Action

Telephone: 01271 326 131
Email: enquiry@payrollgiving.co.uk
Website: www.payrollgiving.co.uk

Further information

The Payroll Giving Centre is an independent resource centre for payroll giving, providing information for employers, charities and the general public.

www.payrollgivingcentre.org.uk

The HMRC website also provides an introduction to payroll giving for employers.

www.hmrc.gov.uk/businesses/giving/payroll-giving.htm