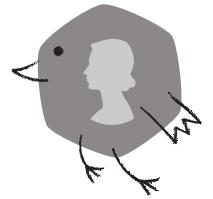


NSPCC

An employer's guide to Payroll Giving



At the NSPCC, our work with children 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 children's lives around**.

This document tells you everything you need to know about setting up a Payroll Giving scheme and how you can get your staff involved.

We don't have a Payroll Giving scheme, why should we set one up?

- Quick, simple and cost effective way for your employees to donate
- 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



How do we set up a scheme?

In two simple steps, you can set up a scheme and get your staff giving to charity through their pay:

1. Sign up to a Payroll Giving Agency (PGA)

Simply choose from one of the HMRC registered PGAs, fill in their registration form and send it back to them. They will then set everything up for you and let you know once this is complete (See PGA details overleaf).

2. Set-up your payroll system

Once your scheme is in place, you just need to set your payroll system to facilitate charity donations – this is simply a tick-box option.

For more information contact payrollgiving@nspcc.org.uk

EVERY CHILDHOOD IS WORTH FIGHTING FOR

We have a scheme set up, how can we encourage our employees to get involved?

There are lots of ways to encourage employees to get involved and give through their pay:

- Send **emails** or hand out **flyers** to staff to let them know about the scheme
- Hold a face to face **fundraising day** (NSPCC fundraisers can help with setting this up)
- Introduce **incentives** such as Matched Giving, a prize draw, or a competition between teams
- One-off gifts – donate your **last hour's pay** of the month/week/year
- Introduce information about Payroll Giving in your induction/new **starter pack**

To find out more about promoting payroll giving to your staff, ask one of our fundraisers who will be able to help. Or contact payrollgiving@nspcc.org.uk

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. Awards are available for achieving the following participation rates:

**Bronze award –
over 1% employee participation**

**Silver award –
over 5% employee participation**

**Gold award –
over 10% employee participation**

**Platinum award –
over 20% employee participation**

Setting up a Payroll Gift

Employees can go to www.nspcc.org.uk/payrollgiving to set up a regular gift through their pay using our simple online form.

Useful information for setting up Payroll Giving There are three PGAs that you can use:

CAF (Charities Aid Foundation)

Phone:
03000 123 000

Email:
giveasyouearn@cafonline.org

Website:
cafonline.org

Charitable Giving

Phone:
01822 611 180

Email:
mail@charitablegiving.co.uk

Website:
charitablegiving.co.uk

Charities Trust

Phone:
01512 865 129

Email:
info@charitiestrust.org

Website:
charitiestrust.org.uk