

## Frequently Asked Questions for Employers

### Q: Why should I offer Payroll Giving to my employees?

Running a Payroll Giving scheme can be good for your business. It shows that you are committed to working in partnership with the community, something that is increasingly important to customers and staff. It shows that you care about your staff - offering them the benefits of Payroll Giving can help to build better employee relations and attract the right people to come and work for you. It is easy and inexpensive to run, and you get a deduction against your profits for your costs.

### Q: How does Payroll Giving work?

Simple. Your employee asks you to deduct regular charitable donations from their pay. You make the deduction from before-tax pay – in other words, after calculation of National Insurance Contributions but before deduction of Pay As You Earn tax. This way your employee gets tax relief straight away at their top rate of tax. For example, giving £10 a month costs a basic rate taxpayer only £8.00 because they save £2.00 tax. For a higher rate taxpayer the cost is only £6 because they save £4 tax. You as an employer pay over all the money you deduct to an Inland Revenue-approved Payroll Giving agency, and they do the rest – distributing the money to the charities nominated by your employees.

### Q: Isn't it complicated?

No. Most of the administration is carried out by a Payroll Giving Agency. All modern payroll systems can handle Payroll Giving. There are no tax forms to complete. And the records you need to keep are straightforward.

### Q: What records will I need to keep?

You will need to keep a copy of your contract with the Payroll Giving agency, the forms completed by your employees authorizing you to make deductions from their pay, a record of the deductions made from each employee's pay, and receipts from the Payroll Giving agency.

### Q: Who pays for the administration?

Most of the administration cost is incurred by the Payroll Giving agency. They normally make a small charge which they deduct from donations before distributing them to charity. The charge is normally no more than 4 per cent of the donation, or 25p per payroll deduction, whichever is the greater. Your administration costs should be very small and are likely to be absorbed in your existing payroll costs. In any event, any costs of running a scheme will be allowed as a deduction against your profits.

### Q: Can I pay the agency's charge?

Yes. Many employers like to do this so that the full amount of their employees donation go to charity. If you pay the agency's charge this will be allowed as a deduction against your profits.

### Q: Can anyone who works in my company join the scheme?

Any employee or pensioner from whose pay or pension you deduct Pay As You Earn tax may join the scheme. There are no limits as to how little or how much an employee can give. Most employees give £5 per month.

### Q: Can I match the donations made by my employees?

Yes. This is an excellent way of demonstrating your commitment to the community and building good relations with your employees. Any matched donations you make will be allowed as a deduction against your profits.

## Thank you for choosing to support us



On an average year St. Clare's will\* :

- Care for 157 patients in our in-patient unit
- Welcome 77 new Day Care guests
- Hold 93 complementary therapy clinics
- Record over 600 attendances each year in our Physiotherapy service
- Record over 600 attendances each year in our Lymphodema Clinic
- Provide Counselling for those suffering from bereavement

\*Figures from 2011/12 annual report.

We sincerely hope that you or your loved ones never need to receive care at St. Clare's... but if you do, we will be here for you.

St. Clare's Hospice is an independent charity and each year we must raise funds towards our annual running costs of almost £2million. Raising funds is becoming harder each year and this is why we need to ask for your help.

If you are able to support our work by making a one-off or regular donation, please complete the form in this leaflet and return it to your Payroll Department.



## Payroll Giving



## Support your local Hospice with a gift from your salary

For more details please contact:

Fundraising office on **0191 451 6400**

or email [fundraising@stclarehospice.co.uk](mailto:fundraising@stclarehospice.co.uk)

or visit [www.stclarehospice.co.uk](http://www.stclarehospice.co.uk)

Registered Charity No: 515095

Follow us on:



## About St. Clare's

St. Clare's Hospice is your local independent Hospice based in Jarrow, South Tyneside.

We first opened our doors to patients in 1987 in a 3 storey Edwardian house in Westoe Village, South Shields. Over the years demand for places at St. Clare's grew and it was clear there was a need for larger premises. Our purpose built Hospice on Primrose Terrace in Jarrow was opened in 1994 where we remain today.

We care for the whole person, aiming to meet all needs be they physical, emotional, social or spiritual. We are here for anyone facing terminal or life limiting illness and for those who love them.

## What services do we provide?

Often people think Hospices just provide In-Patient care, however we provide a range of services for our patients and also their loved ones enabling people to have the best possible quality of life for as long as they are with us.

In-Patient Care at St Clare's Hospice provides 24 hour care, 7 days a week in our 8 bedded unit. Seven beds are dedicated to palliative treatment and end of life care while the remaining bed is kept for emergency respite care.

Day Care is for patients with a life limiting illness and enables them to continue living at home for as long as possible. Our Day Care patients visit once a week and enjoy a range of activities such as themed lunches, visits to the cinema, arts & crafts and even visits to the pantomime at Christmas.

In many cases attendance at Day Care can help avoid Hospital or Hospice admission. We provide physiotherapy and complementary therapies such as massage and aromatherapy. This helps our patients remain as active as possible and provides relief from painful symptoms associated with their illnesses. We also have a Lymphoedema Clinic available at the Hospice and at Cleadon Park Primary Care Centre, South Shields. Lymphoedema usually occurs in the arms and legs and causes painful swelling – often this is because of damage to the lymph nodes due to treatment for illnesses like cancer. Treatment at the clinic helps to ease the symptoms and help patients to gain better mobility.



### Running Costs

We rely on the generosity of businesses and the local community to help us reach our running costs of just under £2 million every year. We simply couldn't deliver our vital services without this support.

### So how can you help ?

One of the simplest ways for you to support St Clare's is to join our Payroll Giving scheme and donate to us direct from your salary on a regular basis.

Donating via your salary is quick and easy to do and enables you to make a donation each time you are paid without having to be reminded.

Best of all it makes a big difference to our fundraising target which we need to raise each and every year to make sure St. Clare's is able to continue providing care to people in the South of Tyne area.

## What is Payroll Giving?

Payroll Giving is an easy and tax-efficient way for employees to donate to their favourite charities. It is simple for employers to set up and run and is an excellent way to show support for employees' charitable giving.

### How does Payroll Giving work?

Payroll Giving enables an employee to decide how much and to which charities they want to give. Donations are deducted straight from an employee's salary each month before the deduction of income tax. Such immediate tax relief means that anyone paying the standard rate income tax can give a £5 donation at a cost of just £4. The £1 that would have gone to the Inland Revenue comes straight to us instead! The below table gives some examples of how much the donation actually costs you as a 20% and 40% tax payer.

You Donate	£2	£5	£10
Cost to you as a 20% tax payer	£1.60	£4.00	£8.00
Cost to you as a 40% tax payer	£1.20	£3.00	£6.00

## How your money helps

- £2 could help towards running our ambulance which transports patients to and from the Hospice.
- £5 could help provide Complementary therapies for our patients such as Aromatherapy and Massage.
- £10 could help pay for a patient to receive treatment at our Lymphodema Clinic.



## How can I give through my salary ?

### How do I start donating from my salary?

As long as your company has a Payroll Giving scheme set up, making a monthly donation is simple. All you need to do is decide how much you would like to donate and then contact your payroll department. They will then give you a form to complete and donations will then be deducted from your salary each time you are paid. You can also sign up by visiting our secure link via Payroll Giving in Action who will contact your workplace on your behalf just visit [https://www.givingonline.org.uk/St-Clares-Hospice\\_1246/index.html](https://www.givingonline.org.uk/St-Clares-Hospice_1246/index.html)

### What can I do if my company does not have a Payroll Giving scheme in place?

If you would like to set up a Payroll Giving scheme the process is relatively simple. Talk to your payroll department or payroll providers and ask them if they can arrange a scheme that will allow you to enable employees to donate through their salary.

This can be done quite easily by signing a contract with a Government approved agency, a list of approved agencies can be found on the HMRC website [www.hmrc.gov.uk/businesses/giving/payroll-giving.htm](http://www.hmrc.gov.uk/businesses/giving/payroll-giving.htm) or contact our Fundraising Team on **0191 451 6400** or email [fundraising@stclareshospice.co.uk](mailto:fundraising@stclareshospice.co.uk) for more information.

## Payroll Giving Donor Instruction Form

### Contact Details

Full Name (inc Title): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ NI No: \_\_\_\_\_ Employee No: \_\_\_\_\_

### My Donation Type

Please tick the box adjacent to the instruction you wish to make

#### Regular Giving

- A first time Give as You Earn Instruction
- A permanent addition to my existing instructions
- A permanent replacement of my existing instructions

#### One Off Giving – a one off donation for one pay period only

- To be included with my existing instructions
- Replace my existing instructions for the next pay period only

I am paid (please indicate payment frequency/period)  Monthly  4 Weekly  Weekly

### My Donation Instructions

I wish to give tax free from my pay to :

**St. Clare's Hospice, Primrose Terrace, Jarrow, Tyne & Wear , NE32 5HA**  
**Registered Charity number – 515095**

Anonymous from charity?  Yes  No One-off donation?  Yes  No

Donation amount  £2  £5  £10  Other £ \_\_\_\_\_

By signing below, I am confirming that I wish to donate from my salary to St. Clare's Hospice and would like to receive more information on Payroll Giving.

Please deduct a regular giving amount of £ \_\_\_\_\_ per pay period and/or (delete as appropriate)

Please deduct a one-off amount of £ \_\_\_\_\_ from my gross pay for the next pay period only.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please return this form to your employers Payroll Department as soon as possible.