

Easy Peasy, Lemon Squeezy...



That's how easy it is to do this amazing thing and join the growing number of LemonAIDers who raise more for their favourite charities through Payroll giving

If you're already supporting a charity by monthly direct debit, read on, as this is a more cost effective way for you to pay monthly donations.

How does Payroll Giving work?

- Payroll Giving is a simple, tax efficient way for employees to donate to charity. Donations are deducted from your gross salary and paid direct to the charity of your choice. You can pay monthly or make a one off donation.
- You can support any charity that has a UK registered charity number.
- All you need to do is complete a Payroll Giving instruction form (overleaf). The minimum gross donation is £1. Gross donations are the amount that will be received by the Charity. The cost to you is the net amount after tax.
- You send the form to Charitable Giving (CG), one of the country's largest Payroll Giving Agencies. CG will advise Towergate's Payroll Department the monthly amount to be deducted from your salary and will arrange for the funds to be paid to the charities in accordance with your wishes.
- Each charity you support will write and thank you when they initially receive the money.
- If you currently pay a partner charity by monthly direct debit, then by switching to Payroll Giving the charity will get more money at no cost to you.

Can I give to more than one charity?

- Yes you can give to as many charities as you want with the benefit of only one deduction from your pay. Please ensure that you quote the charity's registered name and number overleaf to assist CG in allocating the money to the correct cause.

How long will it be before the money is deducted from my salary?

- This can vary depending on when you send the Payroll Giving Instruction form to CG. You should allow up to 2 months.

Can I change or cancel my instructions?

- Of course. Simply complete the 'Change Request' or 'Cancel Request' section of the Payroll Giving / Instruction Form and send this to CG. They will update their records and notify Towergate's Payroll Department.

Do I need to keep copies of my instructions?

- This is a matter of personal choice. If you keep a copy of your Payroll Giving Instruction Form you will know exactly what you have sent to CG.



Registered charity numbers
1089464 and SC041666



Registered charity
number 235825



ChildLine is a service provided by the NSPCC.
Registered charity numbers 216401 and SC037717.



Registered charity numbers
1014851 and SC041112



Registered charity
number 1117359

MAKING A DIFFERENCE TOGETHER



Why do we need to send the Payroll Giving Instructions to Charitable Giving?

- CG handle all the administration on behalf of Towergate and the charities you choose. They advise Towergate's Payroll Department of how much to deduct from each person's salary and then ensure that the donations are allocated to the correct charities.
- You must show the gross deduction to be made from pay. CG will deduct 4% from this to cover their administration costs before distribution to the charity

Where do I send my completed Payroll Giving Instruction Form?

Scan and email to: **mail@charitablegiving.co.uk**

Or Fax to: **01822 618718**

* Towergate matching will only apply to donations made to any partner charities listed on the Charity web site www.towergate.org.uk. Funds will be matched up to the annual CAP set by the Trustees of the Towergate Charitable Foundation. The CAP for will be communicated via the Charity Champions.

Your details: Complete this section for New, Change or Cancellation instructions

First name _____ Surname _____
 Home address _____

 Post code _____
 Daytime phone number _____
 Email address _____ @towergate.co.uk

Employer details:

Towergate Partnership
 Towergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent ME14 3EN

Towergate Business where you work e.g. Towergate Central Support Maidstone

Employee number _____ copy from your salary slip
 National insurance number _____ copy from your salary slip

New donation details:

State the Gross monthly amount to be donated to the charity(ies) of your choice. The minimum donation is £1.

You pay	GROSS DONATION VALUE	
	Standard rate tax payer	Higher rate tax payers
£1	£1.25	£1.65
£5	£6.25	£8.30
£6	£7.50	£9.96
£8	£10.00	£13.28
£10	£12.50	£16.60

The registered charity name or number can be found at the Charity Commission website www.charity-commission.gov.uk

Registered Charity name _____
 Registered Charity number _____
 Gross donation e.g. £6.25 per month £ _____

Registered Charity name _____
 Registered Charity number _____
 Gross donation _____ £

Registered Charity name _____
 Registered Charity number _____
 Gross donation _____ £

Total Gross Payment _____ £
 (Total of the donation amounts listed above)
 Payment frequency (please tick) monthly one off

Declaration & Signature:

I certify that my Payroll Giving donation is not being made under a Deed of Covenant or Gift Aid and that it may not be used as payment for goods or services received.

Please tick this box if you DO NOT wish to receive updates and communications from your chosen charities about how your support is being used, or about their special projects, events or appeals.

Please tick this box if you DO NOT wish your details to be given to other charitable organisations whose mission the above charities feel may be of interest to you. Charitable Giving and the charities named above will record the details shown on this form on their databases for administrative purposes and may disclose that information to Towergate and your nominated charities in connection with such administration.

Signature: _____ Date: _____ / _____ / _____



Partner Charity Check List:

You may donate to any UK Charity. If you wish to donate to a partner charity you may copy their details from here:



Towergate Charitable Foundation
 Reg Charity number 1117359



Cancer Research UK
 Reg Charity number 1089464



Great Ormond Street Hospital Children's Charity
 Reg Charity number 235825



Help the Hospices
 Reg Charity number 1014851



ChildLine a service provided by NSPCC
 Reg Charity number 216401
 and in Scotland SC037717

Change Request - complete to change existing instructions:

Please tick your requirement:
 ADD Charity DELETE Charity Alter monthly payment
 then state details below:

Registered Charity name _____
 Registered Charity number _____

Gross amount to be paid £ _____

ADD Charity DELETE Charity Alter monthly payment
 then state details below:

Registered Charity name _____
 Registered Charity number _____

Gross amount to be paid £ _____

Other Request: (State details) _____

Cancel Request:

Please tick and sign this section if you wish to cancel ALL your donations through Payroll Giving. Please allow up to 2 months for payments to cease.

I wish to cancel ALL my donations through Payroll Giving.

Signature: _____ Date: _____ / _____ / _____