



# Payroll giving

Donate through your salary and help children with cancer today

[www.clicsargent.org.uk](http://www.clicsargent.org.uk)

Registered charity number 1107328 and registered in Scotland (SC039857)

**CLIC Sargent**  
  
Caring for Children with Cancer

## How it works

A payroll giving scheme enables employees to donate a fixed amount to CLIC Sargent. Once the employee has decided how much they would like to donate, the sum is deducted from their salary after NIC but before Tax. It means that, for an employee paying income tax at 20%, a £10 monthly donation will cost them just £8, with £2 being made up by the taxman.

Employee pledges	20% taxpayer rate	40% taxpayer rate
£5.00 per month	£4.00	£3.00
£7.50 per month	£6.00	£4.50
£10.00 per month	£8.00	£6.00
£15.00 per month	£12.00	£9.00

## Setting up a Payroll Giving Scheme

1. Complete and return the Payroll Giving Employer's Reply Form to the address shown.

PGAs are charitable agencies that are authorised by the Inland Revenue to administer the scheme for you and distribute the donations to us. There are three PGAs across the UK which all provide the same service;

### Charities Aid Foundation

Kings Hill  
West Malling  
KENT  
ME19 4TA  
Tel: 01732 520020

### South West Charitable Giving

Churchtown  
Tavistock  
DEVON  
PL19 9NP  
Tel: 01822 810094

### Charities Trust

Suite 22 Century Building  
Brunswick Business Park  
Tower Street  
LIVERPOOL L3 4BJ  
Tel: 0870 7087878

- Employees complete a payroll donation form provided by the Payroll Giving Agency, which states the name of the charity they would like to support and the amount they would like to donate.
- At the end of each month your payroll administrator makes a deduction from each participating employee's gross salary.

For more information please contact CLIC Sargent's Payroll Giving team on: **0845 120 44 42** (low call rate) or email: [payrollgiving@clicsargent.org.uk](mailto:payrollgiving@clicsargent.org.uk)

## Promoting your payroll giving scheme

Getting buy-in from your staff is the biggest step to getting your scheme up and running. Making a big splash at launch will encourage everyone to take part, but it may be necessary to promote the scheme in a variety of ways to engage all staff members.

Getting your HR department involved is, of course, vital. Make sure that Payroll Giving becomes a part of your company induction process and that information and forms are included in staff handbooks. You might like to discuss Payroll Giving at the same time as other payroll deductions, such as pension arrangements.

## Getting the word out

It is important that you let your employees know that you are setting up a payroll scheme. You should aim to do this regularly and in a number of different ways.

- Bulletin board promotions
- Flyers or promotional materials delivered to the desk
- Screen savers
- Canteen tray liners
- Include Payroll Giving donation forms on the company intranet and in dedicated emails
- Features in internal publications, such as newsletters
- Emails from senior management and line managers to encourage participation

## What your donations mean to us

For every penny that you donate to CLIC Sargent a child with cancer or leukaemia will benefit, whether it is through the provision of nurses, play therapists, a place to stay or simply a little time away from hospital to have some fun.

**£2 a month** helps to buy several blood sample kits that CLIC Sargent Nurses can use on a home visit and save a family making a round trip to hospital.

**£5 a month** provides half a day's professional training for one of our care staff. This will ensure that they are equipped to help children with cancer and their families, whatever it takes.

**£10 a month** funds an activity weekend for a young person who has or has had cancer, helping to restore self-confidence, regain their independence and rebuild a social life.

**£15 a month** funds a CLIC Sargent Care Grant which helps families with the extra costs of caring for a very sick child, such as bigger phone bills, travel costs and heating bills.

**£20 a month** enables a family to stay at a CLIC Sargent Home from Home for 10 days, where they can stay together within walking distance of the hospital where their child is being treated, which is often many miles from their own home.

**£60 a month** pays for a CLIC Sargent Social Worker for a week. They help the whole family understand and face up to what's happening, offering emotional and practical support.

*Note: The amounts listed above are based on receiving 12 monthly donations.*

# Payroll Giving Employer's Reply Form

Company Name

Address

Postcode

Telephone

Fax

E-mail

Contact Name

Department

No. of employees

Sector

1. Do you already operate a Payroll Giving scheme and would like CLIC Sargent to organise a re-launch?  Yes  No
2. If you would like to support CLIC Sargent through Tax-Effective Payroll Giving and would like help in setting up the scheme, please tick here
3. Please tick to receive further CLIC Sargent materials?  
 Tax-Effective Payroll Giving Posters  
 Tax-Effective Payroll Giving Pledge Forms  
 Charity Newsletter

Signed

Name

Job Title

Date

Please send this form to:

Payroll Giving, CLIC Sargent, Abbey Wood Business Park, Filton, Bristol, BS34 7JU

**Thank you, your support will make a huge difference to children with cancer.**

Every day 10 families are told their child has cancer. CLIC Sargent is the only charity that offers them all round care and support.

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