



## Administration Charges

The following terms are available for new contracts signed on or after 1 October 2010:

- The standard administration charge will be £0.25 per donor per month
- The minimum Payroll Giving deduction required will be £1.00 per week or £5.00 per month
- Employers will be required to send their:
  - Payroll Giving monies (that is, payroll deductions, administration charge, matching, as appropriate) as **a single amount, monthly, by credit transfer**, e.g., BACS
  - Listings of Payroll Giving deductions **electronically** either in a Microsoft Excel (\*.xls) or a comma-separated variable (\*.csv) format

When completing a new **Payroll Giving Contract**, for the administration charge in Paragraph 4

- The second option should be "ticked"
- £0.25 should be entered as the amount, and
- The commencement date should be the same as the start date of the contract, e.g., if the start date in Paragraph 1 is 01/07/2010, the commencement date in Paragraph 4 should be 01/07/2010

**If you have any questions, please contact us on 01822 611180 or via [mail@charitablegiving.co.uk](mailto:mail@charitablegiving.co.uk)**

Thank you for your help.

