



Payroll Giving Contract

This Contract is between Charitable Giving (the "Approved Agency") and

Employer's Name: (the "Agent")

Employer's Address: Post Code:

Telephone: Email:

1 From / / , the **Agent** will operate the Payroll Giving Scheme under the Taxes Act 1988 Section 202 and the Charitable Deductions (Approved Schemes) Regulations 1986 as an **Agent** to the **Approved Agency**

- 2 It is agreed that the **Agent**:
- (a) Under the scheme is constituted the agent/representative of the **Approved Agency** in holding monies withheld from the employees pursuant to the scheme
 - (b) Will pay over to the **Approved Agency** sums withheld from employees pursuant to the scheme within 14 days of the end of the Income Tax month
 - (c) Will before implementing the scheme for any one employee, obtain from that employee his authority and instructions in the form agreed by the **Approved Agency**

3 It is agreed that the administration charge will be paid by (please tick **one** of the following options):

- The **Agent**
- The employees
- Another organisation (please specify):

4 It is agreed that the administration charge will be based upon (please tick **one** of the following options):

- % of Payroll Giving deductions
- £ per Payroll Giving deduction
- A fixed charge of £ per month

and commence on / / .

5 The **Agent's** payroll details are as follows:

Frequency: Quarterly Monthly 4-Weekly Weekly (please tick **one** option)

Tax District: Tax Reference No:

Number of employees (including Directors) on the payroll?

6 The **Agent** will "match" employees' Payroll Giving deductions, in whole or in part, on the following basis:

Please state the basis for your "matching" contributions, e.g. 100% or 50% of each donation up to a maximum of £10, or enter "Not Applicable":





7 The **Agent's** payroll is processed by the (please tick **one** of the follo

- The **Agent**
- Another organization, e.g, payroll bureau (please specify below):

Company/Bureau Name:

Company/Bureau Address: Post Code:

Contact Name (Payroll Queries): Position:

Telephone: Email Address:

8 The **Agent** will make remittances by BACS and provide electronically periodic listings of employees' Payroll Giving deductions in either a Microsoft Excel (*.xls) or comma-separated variable (*.csv) format. *** If you are unable to make remittances by BACS, please contact us to arrange another payment method ***

9 It is agreed that the **Agent** will appoint a Scheme Administrator to liaise with the **Approved Agency**:

Contact Name: Position:

Telephone: Email Address:

10 It is agreed that the **Approved Agency** will:

- (a) Provide the **Agent** such information, documentation and instruction in order that the **Agent** may comply with his duties under the scheme
- (b) Provide to each employee upon request and at the end of the tax year a certificate of the amounts which the **Approved Agency** has paid to the charities specified
- (c) Provide written receipts for all monies paid over if so requested
- (d) In no circumstances, return sums duly withheld and paid over to them to the **Agent** or the employee
- (e) Where for any reason it becomes impossible to pay any amount to a charity specified by an employee, pay the amount to such other charity as it may consider has objects similar to those of the charity specified by the employee and will not in any circumstances appropriate that amount to its own funds; and that on paying that amount to the other charity will give notice to the employee that it has done so

11 This Contract may be terminated by either party by giving three months notice delivered to the registered office of the company or last recorded address of the **Agent** but not withstanding the aforementioned notice the **Approved Agency** may give one months notice to terminate the Contract in the event of significant failure by the **Agent** to give effect to the scheme

Signed on behalf of Charitable Giving

Signed:

Position:

Print Name:

Date:

Signed by, or on behalf of, the Agent

Signed:

Position:

Print Name:

Date:

- Please tick box if you do not wish us to make your participation in the Payroll Giving scheme available to third parties other than those required by legislation in force at the time

