



## Employer's Checklist

### Setting up a Payroll Giving scheme is simple!

#### Have you?

- Received a Payroll Giving Pack or downloaded a copy from our web site at [www.charitablegiving.co.uk](http://www.charitablegiving.co.uk)
- Completed and signed a **Payroll Giving Contract**
- Returned, by post, the **Payroll Giving Contract** to:

**Charitable Giving  
Union Mine Road  
Pitts Cleave  
Tavistock  
PL19 0PW**

- Received a countersigned Payroll Giving Contract from Charitable Giving
- Appointed a **Scheme Administrator**
- Provided the Scheme Administrator with a copy of the: Information Sheet; Scheme Administration Checklist; and Sending Payroll Giving Monies sheet

**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.

