



## Sending Payroll Giving Monies

To facilitate our electronic processing of your Payroll Giving deductions, we would be grateful if you would please ensure that all of the following boxes are "ticked":

- Send all money by BACS to:

**Bank:** Lloyds TSB  
**Sort Code:** 30-98-46  
**Account No:** 00594398  
**Account Name:** Charitable Giving – Client 1

- Send the total amount of money **in a single BACS transaction** (not a separate transaction for each employee)
- Prefix your BACS transmission reference (e.g., ACME LTD PG) with your 4-digit **Client Reference** (e.g., 0159) i.e., 0159 ACME LTD PG

You will be advised of your **Client Reference** when the countersigned copy of the Payroll Giving Contract is returned

- Send a schedule of Payroll Giving deductions at the same time as your BACS transmission; **this is a statutory requirement of operating a Payroll Giving scheme**
- Send the schedule of Payroll Giving deductions as either an Excel (\*.xls) or CSV (\*.csv) file attached to an email

- The file **must contain** at least the following fields:

Name	Initials	Payroll/NI Reference	Amount
Brown	A J	300678	8.00

- If possible, it would be useful to have an indication of any change in donor status, i.e., new, ceased (show Amount = 0.00), increase/decrease in amount, as follows:

Name	Initials	Payroll/NI Reference	Amount	Status
Brown	A J	300678	8.00	
Brown	S W	310786	15.00	NEW
Williams	D R G	322245	5.00	INCREASE
Walton	W S	298754	0.00	CEASED
Martin	B T	305267	6.00	DECREASE
SUB-TOTAL			34.00	
Admin Charge			1.02	
Matched Funds			17.00	
TOTAL			52.02	

- If you include the administration charge and/or matched funds with your BACS transfer, this should be shown as indicated, suitably labelled (see above)

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.

