



Transferring Charity Accounts

When the administration of a Payroll Giving scheme changes to Charitable Giving from another Agency, the change should be seamless and Charitable Giving will ensure that all Payroll Giving deduction and donation instructions are successfully transferred.

However, if either the employer or employees have a "charity account" with the previous Payroll Giving Agency, it will mean that **it will no longer be able to be funded through the Payroll Giving scheme with Charitable Giving**. This does not mean that you as an employer or your employees can no longer have a "charity account" – you can, but it will be with Charitable Giving instead and called an **Options Account**. Once the transfer of data is in progress, Charitable Giving will contact you with more details; in the meantime, some basic questions are answered below to avoid any concern or confusion.

Why is an Options Account required with Charitable Giving?

Since Payroll Giving deductions will no longer be able to be credited to existing charity accounts (as one Payroll Giving Agency will not accept Payroll Giving funds from another Payroll Giving Agency), a similar charity account, an **Options Account**, will be opened by Charitable Giving into which Payroll Giving deductions and other funds can be credited.

What Options Accounts are available?

The **Individual Options Account** is for employees and can be funded out of both pre-tax (i.e. Payroll Giving deductions) and post-tax income, the latter possibly qualifying for enhancement through Gift Aid.

The **Corporate Options Account** is for employers and can be funded from employees' Payroll Giving deductions or company income, e.g. for matching employees' donations, paying administration charges, or sponsoring employees' charitable activities

What will happen to existing charity accounts?

This is up to the account holder and there are three options:

- (i) Continue to make donations until the account is exhausted and, hence, "closed"
- (ii) Fund the account in another way
- (iii) Close the account by transferring the money to your new Options Account by sending a "cheque", payable to Charitable Giving, for the current balance

*** Please note that, if an existing charity account is retained, Charitable Giving will not be able to send funds to it ***

How are Options Accounts operated?

Options Accounts are both versatile and easy to use and the facilities offered quickly appreciated, especially the management of accounts "on-line" via our web site.

When you wish to make a donation from the account, you will need to provide Charitable Giving with instructions, the quickest and most reliable way to do which is to send an e-Voucher from our website at www.charitablegiving.co.uk. In order to do this, you will first have to register as an on-line user by following the "Registered User Login" link at the top right of any page and then clicking on the [On-Line User Registration] button; once you have received an email confirming your registration, you will be able to manage the Options Account on-line as well as obtain statements whenever you require them.

Electronic management of Options Accounts is something we encourage in line with our environmental policy. However, if you are unable to do so, you can request a book of vouchers for manual completion and posting. A nominal charge is made for posting or emailing annual statements at 30 April, namely £2.50 and £2.00 respectively, and any charge will be debited to your account as it arises.

Donations, including "standing orders", may be made to any UK charity, church, or charitable organisation and preference is to distribute funds to a charity's bank account by BACS. If there are insufficient funds in the account, payment will be made as soon as sufficient funds are available.

If you have any questions, please contact us on 01822 611180 or via mail@charitablegiving.co.uk

