



PAYROLL GIVING

HOW TO SET UP

WHAT IS PAYROLL GIVING?

Payroll Giving is an HMRC-approved scheme whereby employees are able to donate to charity from their pre-tax income. Payroll Giving has been available since 1987. Giveall has transformed it.

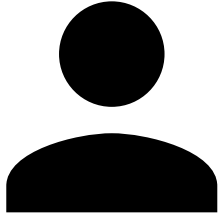
Employees authorise their employer to make deductions from their salary or pensions. The employer then forwards these donations to a Payroll Giving Agency (PGA) who disburses them to the intended charities. Giveall is an HMRC-approved Payroll Giving Agency (PGA).

Donations are deducted from an employees' salary before tax so, effectively, what the donor would have paid in tax goes to charity instead.

Employee pledges & charity receives	Cost to employee: 20% taxpayer	Cost to employee: 40% taxpayer	Cost to employee: 50% taxpayer
£5.00 per month	£4.00	£3.00	£2.50
£8.00 per month	£6.40	£4.80	£4.00
£10.00 per month	£8.00	£6.00	£5.00
£15.00 per month	£12.00	£9.00	£7.50

Giveall is the only fully automated and admin-lite payroll giving scheme. Quick and easy to set up, it runs automatically; all parties have 24/7 access to their accounts and employees can vary or stop their giving at any time. It's confidential and secure. Donations can be made anonymously but if an employee prefers, we can forward their details to their charity (according to the Data Protection Act). Employees can have multiple employers and continue giving seamlessly when they change jobs if the new employer is on Giveall.

HOW TO REGISTER WITH GIVEALL



STEP 1

Log onto Fair Ways Intranet to get your payroll number. You will need this as part of the GIVEALL registration process.

Your Payroll Number is at the top of your staff profile.

STEP 2

Visit www.giveall.org to register for an account. Complete the personal information required. Once the account has been set up check your email for a link to verify your new account.

STEP 3

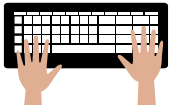
Once verified, log into your GIVEALL account and click on **'START PAYROLL GIVING'**.

STEP 4

Select the option stating **'I'm an Employee'**.

STEP 5

Select **'Yes'** under the option **'Is your Employer running a Payroll Giving Scheme'**.



STEP 6

You will be prompted to enter Fair Ways' PAYE number. This is: **663PP00148323**



STEP 7

Fairways Care (UK) Ltd will then appear as a listed company. You will need to click on select.

STEP 8

Select the option stating **'Monthly'** under payroll type and enter your own payroll number, (See Step 1 above).

STEP 9

Choose **'Charity/Charities'** - Click **'Add Charity'** - **'Charity Name Lookup'** - Type in **'Fair Ways Foundation'** (If this is your chosen charity) - Click **'Select'**

STEP 10

Once you have chosen your preferred route, GIVEALL will send a notification to the payroll department, making them aware to make the subsequent salary deduction. You will not be required to do anything more.