

Together we will beat cancer

A Payroll Giving guide for **employees**

The fight against cancer is not a 9 to 5 job and that's why we need your help.

Payroll Giving is the easiest, most tax efficient way that you can donate to Cancer Research UK.



So how does it work...



Payroll Giving is a scheme that allows you to make regular donations straight from your gross salary, before tax.

All you need to do to sign up is to complete the form at the end of this guide and send it to your payroll department. On each payday from then on, an amount of your choice will be deducted by your Payroll Department, and sent to Cancer Research UK. There's nothing more for you to do. And, your donation will cost you up to 40% less thanks to it being taken from your salary before tax is deducted.

See how little it will cost you each month to make a real difference:

Employee pledges	Actual cost to a standard rate taxpayer (20%)	Actual cost to a higher rate taxpayer (40%)	The difference you could make
£5	£4.00	£3.00	On the face of things small plastic tubes don't sound too revolutionary. However, Eppendorf tubes make all the difference in our scientists' fight against cancer. These tubes are used for storing and mixing all manner of molecules and solutions, playing an essential role in research into beating cancer and in just 1 year you could have donated enough to equip us with 2000 of them.
£10	£8.00	£6.00	Whilst carrying out their research, our scientists often need to label molecules such as proteins with fluorescent tags. Special light-sensitive film then becomes an essential tool in allowing them to see these molecules. After 1 year, your much appreciated payroll donations could allow us to buy a box of this precious material.
£15	£12.00	£9.00	Once our scientists have identified a gene that they think is potentially involved in cancer, it's important to carry out lab experiments to uncover its function. To do this they use a special chemical mix to "smuggle" the gene into cells, so they can study its actions. After 1 year, your payroll donations could allow us to purchase a tube of this mixture, enough for many vital experiments.

Why support Cancer Research UK through Payroll Giving?

The average 10-year survival rate for cancer in the UK has doubled over the past thirty years thanks to progress made by Cancer Research UK and other organisations around the world. Our scientists, doctors and nurses are working tirelessly to understand what causes the many different types of cancer, as well as how we can prevent and treat them. However, this kind of research requires a great deal of time and money. It's no secret that our payroll givers make an extremely valuable contribution to our work. Payroll donations provide us with a regular, reliable stream of support that allows us to continue to invest in groundbreaking research and plan for the future.

We really couldn't continue to make the progress we do without your help.

So please, help save even more lives in the future, by giving to Cancer Research UK through your payroll today.

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Payroll Giving: Your questions answered



How much should I give?

This is entirely your decision – any amount you give will make a difference to our work and will be much appreciated. Just enter as much or as little as you like in the donation amount box on the form at the end of this guide, return it and we'll do the rest.

How flexible is Payroll Giving?

Payroll Giving is a voluntary donation and you can stop it at any time or change the amount you give. Simply tell your employers' payroll department, giving them one months notice. You can also give to more than one charity at once, with the benefit of only one deduction from your pay.



How do I know that Cancer Research UK has received my donation?

Your donation is very important to us and we will write to thank you. We may also send you updates on our work and the progress we are making in beating cancer. However, if you would prefer not to receive this information from us, select this option on your form. You can also ask your payroll department at work to ask their Payroll Giving Agency for confirmation that your donation has been received without contacting the charity.



What happens to my Payroll Giving deduction if I leave my job?

If you leave employment your Payroll Giving donation will automatically stop. It is up to you to contact your payroll department at your next employer if you wish to start giving through the scheme again.

Can I still give through my pension?

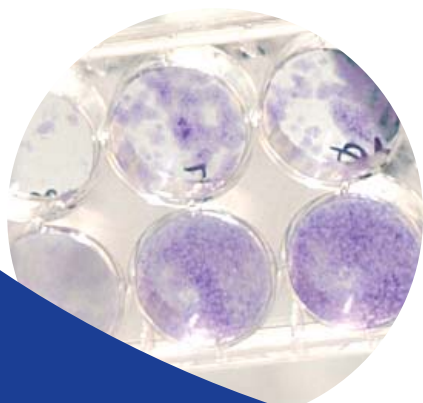
Yes, if you get an occupational pension and your pension provider deducts tax through the PAYE system you are still eligible for the scheme. You will need to contact your occupational pension provider to authorise them to make a donation from your pension before tax has been deducted.

Who can I contact if I need any further information?

If you would like to find out about how Payroll Giving works in further detail you can visit the Payroll Giving Centre, an independent website that acts as a resource centre for Payroll Giving.
www.payrollgivingcentre.org.uk

If you have any problems setting up your donation to Cancer Research UK you can also email supporter.services@cancer.org.uk or call us on 020 7121 6699 and we'll be happy to answer your enquiry. Calls may be monitored and/or recorded for training/security purposes.

If your employer has any questions about how to set up the scheme please direct them to our handy employer guide at www.cancerresearchuk.org/employerguide. You may be interested in championing payroll giving to Cancer Research UK to your colleagues. Tips to help you do this can also be found in the employers guide.



Payroll Giving Form

1 Please print out this form, fill it in and return to:

Supporter Services Department, Cancer Research UK, Freepost WC4066/3, London WC2A 3BR

2 Full Name (Mr/Mrs/Miss/Ms)

Home Address

Postcode

Home Telephone

Home Email

Company Name

Company Address

Postcode

Work Telephone

Work Email

National Insurance Number

Employee Number

3 Please tick if this is in addition to an existing payroll donation.

4 I wish to donate

Monthly:

£5

£10

£15

Other £

Weekly:

£1.50

£2.50

£4

Other £

4-Weekly:

£5

£10

£15

Other £

Thank you for your support.

We would also like to contact you with details of other activities involving Cancer Research UK.

To receive this information electronically via email please tick the box.

If you would prefer not to receive this information by post or telephone, please tick this box.

We may want to share your details with organisations that are supportive of Cancer Research UK's charitable aims and objectives.

If you would prefer us not to, please tick this box.

By providing us with any personal data you consent to the terms and conditions of our Privacy Statement available at

www.cancerresearchuk.org.uk. If you change your mind you can unsubscribe at any time by contacting

Customer Services at Cancer Research UK, 10 Cambridge Terrace, London, NW1 4JL

or e-mail supporter.services@cancer.org.uk

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CANCER RESEARCH UK

