

## EMPLOYEE GUIDE TO PAYROLL GIVING

### What is Payroll Giving?

Payroll giving is a simple, tax-efficient scheme that allows you to make regular donations to charity through your salary. As the donation is taken before tax, a £5 donation will actually only cost you £4, meaning that it costs less to give more!

### How it works

Setting up Payroll Giving is quick and simple. Once your employer has a scheme in place, all you have to do to sign up is contact your payroll department at work telling them the charity name and donation amount. You can also sign up on our Cancer Research UK website at [www.cruk.org/payroll-giving](http://www.cruk.org/payroll-giving). Once you're signed up, your donation will be taken out of your pre-tax salary each payday by your company's payroll team and will show up on your payslip. Because your donation is tax-free, it will cost you up to 40% less through the tax break!

<b>Your Pledge</b>	<b>Cost to standard rate tax payer (20%)</b>	<b>Cost to higher rate tax payer (40%)</b>
£5	£4	£3
£10	£8	£6
£15	£12	£9

### Why Payroll Giving?

- **Simple sign up.** Payroll Giving is very quick and easy to sign up to – one simple form only!
- **Paying less to give more.** It's the only way to give that allows full tax relief on donations.
- **More control.** You have full control over your donation and can stop or change your gift at any time.
- **Donor privacy.** No banks details are given out to charities and you can choose how your charity contacts you.
- **Great for busy people.** Payroll Giving is ideal for people who might not have the time to fundraise by running marathons or baking cakes and prefer something quick and easy.

## How to sign up to Payroll Giving?

All you have to do is fill in the form on the next page and return it to your payroll department. Alternatively, you can use our online form to set up your donation: [www.cruk.org/payroll-giving](http://www.cruk.org/payroll-giving).

You may not see your donation coming out straight away but don't worry, sometimes your money may take a few weeks to get to us. You should see your donation appearing on your payslip within a month or so.

Your employer may not know about Payroll Giving and its benefits – so why not take them a copy of our Payroll Giving Guide for Employers? This is available at the link above and explains everything they need to know about setting up a scheme.

## Why support Cancer Research UK

Cancer Research UK is the world's leading cancer charity dedicated to saving lives through research. Our vision is to bring forward the day when all cancers are cured, from the most common types to those that affect fewer people. Here's how you donations could help us do that:

- A donation of £10 buys enough glass slides from scientist to examine 910 tumour samples down a microscope
- £30 enables a man to take part in one year of study looking at different treatment combinations for men with prostate combination
- £46 is the cost of running the cancer chat forum for one hour helping many people through difficult times

If you have any other questions, you can contact us at [payrollgiving@cancer.org.uk](mailto:payrollgiving@cancer.org.uk)

**Together, we will beat cancer sooner.**