

Payroll Giving for Employers



Supporting brain injury survivors in London

Headway East London is the only provider of its kind in inner London working with over 500 brain injury survivors and their families each year, offering a range of support and specialist services. Our work is dedicated to improving the prospects of survivors and helping them discover roles that help them regain self-esteem while contributing to the wider community.

Payroll giving enables your employees to make regular donations to Headway East London directly from their salary.



By supporting Headway East London through a payroll giving scheme, you can provide us with a regular source of income, which enables us to plan ahead and continue to improve life after brain injury.



Benefits for employers:

- It's simple and cost-effective with virtually no set-up costs
- It boosts your corporate social responsibility profile
- It enhances your reputation and public image
- You can demonstrate your commitment to causes your employees care about
- It assists staff retention and improves morale

Benefits for employees:

- It's easy and tax-efficient so costs employees less to give more
- It provides employees with the opportunity to support the causes important to them
- It's flexible and gives employees control over how much to donate

Amount pledged to Headway	£5.00	£10.00	£20.00
Cost to employee at 20% tax rate	£4.00	£8.00	£16.00
Cost to employee at 40% tax rate	£3.00	£6.00	£12.00

Every employer in the UK can set up payroll giving and there are just four simple steps to set up a successful payroll giving scheme...

Step 1: Sign up with a payroll giving agency (PGA)

Choose one of the HMRC registered PGAs below. Complete their registration agreement form and return it to them directly.

CAF

03000 123 000 | giveasyouearn@cafonline.org | www.cafonline.org

Charitable Giving

01822 611 180 | mail@charitablegiving.co.uk | www.charitablegiving.co.uk

Charities Trust

01512 865 129 | info@charitiestrust.org | www.charitiestrust.org

Step 2: Set up your payroll system

Most payroll systems can facilitate payroll giving. Your payroll department will process the deductions and forward all donations to your PGA. You just need to keep a list of participating employees with the amount that has been deducted each month.

Step 3: Promote your payroll giving scheme

There are many ways to encourage employees to sign up to your scheme. How about sending an all staff email, distributing flyers or holding a payroll giving information event at lunchtime?

Step 4: Employees sign up and donations begin

Your PGA will provide forms for employees to fill in or they can complete the form on our Employee Information Sheet. You will need to forward these forms to the PGA, so that they can distribute the donations to your employees' chosen charities. Participating employees' pay slips will display their donation.



Billy has been a member of Headway East London for three years after surviving a stroke in 2012

"I first heard about Headway East London while in neuro rehab at the National Hospital for Neurology and Neurosurgery. My social worker identified it as a place at which I might thrive after discharge. I've now been attending for almost three years. I was full of anticipation and a bit scared when I first came to visit because I do not generally feel comfortable in group situations. But I was very quickly sold on its brilliance and have been very happy ever since. It is a clam and safe ship in a stormy sea. It's important for people to get involved with Headway and support us because it is inspirational. There are lessons to be learned here for all citizens, not just the ones made vulnerable through brain injury."

Find out more about our work

www.headwayeastlondon.org

Registered charity no 1083910 | Affiliated to Headway UK

