

A GUIDE FOR THE PAYROLL DEPARTMENT

A copy of the agreement between Charities Trust and yourselves must be kept.

Once a completed charity selection form has been received from an employee the deduction should be made after calculation of national insurance contributions but before deduction of PAYE.

The form should then be copied and the original kept with the payroll department for future reference for at least 3 years for Inland Revenue purposes.

The photocopied form should be sent to Charities Trust along with a full listing of donors name, amounts and a payment to reconcile with the listings total. If there are a number of payrolls registered separately e.g. weekly, monthly, etc. please supply separate listings.

Ideally, the listing should be sent electronically to info@charitiestrust.org each month

If the company are paying the administration fee and/or matching donations this should be added onto the payment for the donations.

Payments are preferred by BACs and the details are as follows:

BANK: Barclays Bank
Liverpool City Business Centre
4 Water Street
Liverpool
L69 2DU

ACCOUNT NAME: Charities Trust Donations

ACCOUNT NO: 90160733

SORT CODE: 20 51 01

Donors leaving your employment are entitled to request a statement of their contribution.

It should be noted that Inland Revenue regulations prohibit the return of any money withheld from employees in this way.

Monies will be distributed to Charities Trust 4 to 6 weeks after receipt, in line with Inland Revenue guidelines.

If you have any queries please do not hesitate to contact Charities Trust helpline on 0151-286-5129