

Using Payroll Giving to donate to Purple Patch Arts is easy!

- ✦ The Payroll Giving scheme enables you to donate regularly from your pay or pension to Purple Patch Arts.
- ✦ The donations are taken from your pay/pension before income tax is applied, making it a tax-effective way to give. This means that with Payroll Giving you can donate to Purple Patch Arts straight from your gross salary (i.e. before tax is deducted). Anyone who pays UK tax through PAYE can donate through Payroll Giving.
- ✦ If you choose to donate through Payroll Giving, you have full control over how much you would like to give. There is no minimum, or maximum amount.
- ✦ The amount that Purple Patch receives depends on your tax rate. For example, if you pay the basic 20% tax rate, for every £1 that you earn, 20p is paid in income tax. With Payroll Giving, the income tax applicable to the donation is paid to Purple Patch Arts instead of HMRC. So, if you donate £10 per month, you pay £8 from your net pay and Purple Patch Arts receives £10. There's many Payroll Giving online calculators to work out what your donation would look like, based on your specific tax rate.
- ✦ You can usually make regular or one-off donations and split between multiple causes if you'd like.
- ✦ All you need to do is decide how much you wish to pledge to Purple Patch each payday then contact the payroll team where you work to find out which Payroll Giving Agency your employee's scheme is run through. There will be a form for you to complete; this might be online.
- ✦ If your employer does not currently have a scheme in place there are many Payroll Giving Agencies that they can register with to set one up. You can encourage your employer to look here:
<https://www.gov.uk/government/publications/payroll-giving-approved-agencies>
- ✦ Once you've submitted your instructions to your employer they will do the rest, there's nothing else you need to do. That's one of the great things about Payroll Giving, it's very easy!
- ✦ Your first deduction will usually be taken the month after you first submit your instruction(s) and will be shown on your payslip as a deduction from gross pay, commonly described as 'Payroll Giving'.
- ✦ If your circumstances change and you want to change or cancel your donation at any time, simply tell your employer (or some Payroll Giving Agencies allow you to manage this yourself online). If you change your job, your donations will not be transferred to your new employer, so you will need to start a new Payroll Giving scheme with them.