

## 1.a PAYROLL GIVING

### YOUR INFORMATION

Please complete and return to Achisomoch Aid Co.

Mr.	Mrs.	Miss.	Full Name
Address			
Email Address			
Phone Number		Postcode	

### EMPLOYER INFORMATION

Employer Name
Employer Address
Employer Email address
Employer Postcode
Employer Contact Name
Employer Contact's Email
Employer Contact's Phone Number

I would like Achisomoch to use my donation to

credit my account	<input type="checkbox"/> YES	<input type="checkbox"/> NO
make payments to the following charities	<input type="checkbox"/> YES	<input type="checkbox"/> NO

	Name of Charity	Address of Charity	Amount £	Start Date & Frequency of Payments
<b>1</b>				
<b>2</b>				
<b>3</b>				

#### AAC - Achisomoch Aid Company

## **1 PAYROLL GIVING**

A GUIDE FOR EMPLOYEES.

### **What is Payroll Giving?**

Payroll Giving is a simple, tax-effective way to give to charity from your pay.

### **How does Payroll Giving Work?**

Provided your employer offers Payroll Giving, it could not be simpler. You authorise your employer to deduct regular charitable donations from your pay. Because the deductions are made from before-tax pay, you get tax relief straight away at your top rate of tax.

For example, if you pay tax at the basic rate, giving £100 a month will cost you only £80 because you save £20 tax. If you pay tax at the higher rate, giving £100 will cost you only £60 because you save £40 tax.

### **How can I find out if my employer offers Payroll Giving?**

Ask your employer's payroll department. If they do not offer the scheme, suggest that they start one – it is easy and inexpensive to run. They can find out more about how to get started from the Inland Revenue, or if they wish to call our office we can explain the procedures and send them the necessary forms.

### **How do I know if I am eligible to join the scheme?**

You will be eligible provided you are an employee or pensioner and your employer deducts Pay As You Earn tax from your pay or pension.

### **How does my money get to my chosen charity?**

Your employer pays over the donations deducted from your pay to Achisomoch – a Payroll Giving Agency approved by the Inland Revenue. You may then use the Achisomoch voucher system to make payments to charities of your choice. Alternatively you may instruct Achisomoch to make payments directly to charities from your account. Achisomoch will inform you if it is not possible to make a payment to a specified charity.

### **Can I change the amount I give Achisomoch?**

Yes, although to keep administration costs down your employer may limit the number of times you change the amount of your donation to Achisomoch.

### **How long can funds be dormant in my account?**

We have been advised, that Inland Revenue best practice, is that all funds that have attracted Inland Revenue rebates, must be used within two years after the end of the tax year in which they were given.

### **Can I stop giving?**

Yes, at any time. Simply tell your employer's payroll department.

### **Can I get a refund of my donations?**

No. Once a donation has been deducted from your pay it must go to Achisomoch.

### **Will administration charges be deducted from my donations?**

Achisomoch will charge 5% for all payments into the voucher system.

If you have any queries, please contact Naomi Cohen on 020 8731 8988.

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#### **AAC - Achisomoch Aid Company**

35 Templars Ave, London NW11 0NU

Tel: 020 8731 8988 Fax: 020 8458 1790 E-mail: admin@achisomoch.org  
reg. Charity No. 278387