

*Payroll Giving*

# Employers Guide

We promote understanding of all aspects of brain injury and provide information, support and services to survivors, their families and carers

Help us to carry on our work by supporting your staff to sign up to payroll giving.



*Improving life  
after brain injury*

# Make a real difference

Herefordshire Headway requires the support of the public to enable us to continue our work in supporting people with acquired brain injury (ABI). There are many possible causes of ABI including road accident, disease, tumor and stroke. People often face distress, disability and disadvantage and family life can change dramatically for all those involved.

**349,000**

annually admitted  
to hospital



There are 349,000 acquired brain injury admissions into UK hospitals every year (representing 544 admissions per 100,000 people). This figure has grown 10% over the last 10 years.

163,000 of these are head injury admissions and 131,000 are for stroke

There are 1,200,000 stroke survivors in the UK currently

Acquired brain injury is a leading cause of disability across the whole population and the leading cause of disability in those under 40 years old

Statistically, Herefordshire will see 1028 acquired brain injury admissions every year

## Benefits to Employers

Enriches your Corporate Social Responsibility plan

Low set up costs and very little ongoing administration

Heightens your public image and evidences your community involvement

Boosts staff morale, recruitment and retention and shows commitment to the causes that matter to your employees

Allows you to work towards a Payroll Giving Quality Mark and gives you eligibility to enter the National Payroll Giving Excellence Awards

Your employees will receive tax relief on their charitable giving as donations are deducted before tax is calculated – therefore it costs them less to give more to the causes they care about.

Your pledge	Cost to employee at 20% tax rate	Cost to employee at 40% tax rate
£5	£4	£3
£10	£8	£6
£15	£12	£9

By embracing payroll giving and supporting your workforce to enrol you can make a real difference to the people with ABI in our local communities.



# What is payroll giving?

The Payroll Giving process is quick and simple to set up with very few costs. Any costs incurred in setting up and promoting a scheme may be offset against Corporation Tax as a deductible expense.

The 3 key steps of the Payroll Giving process are:

## 1. Sign up with a Payroll Giving Agency (PGA)

You will need to sign up with a government approved PGA (See end of guide). The PGA will notify HRMC which therefore allows you to deduct donations from your employee's pre-taxed income.

## 2. Promote the scheme within the workplace

We are happy to support you with the promotion of your payroll giving scheme (for more details call 01432 761000 and ask to speak to our Accounts Manager or email [info@herefordshire-headway.co.uk](mailto:info@herefordshire-headway.co.uk)). Employees complete their Payroll Giving donation forms and your Payroll/HR department send copies to the PGA.

## 3. Making a difference begins

Every pay-run the deducted amounts and a statement showing the names of the people giving are sent to the PGA. The PGA forwards the money to Herefordshire Headway, as well as any other causes chosen, and the generosity and support from your employees begins to make a difference to the lives of people with acquired brain injury in our region.

The Payroll Giving Quality Mark (PGQM) recognises and rewards employers of all sizes for making Payroll Giving available to its workforce. Once your Payroll Giving scheme is up and running the PGQM brand logo and a certificate will be provided by the PGA. The award level you qualify for will be determined by how many participants you have in your scheme.



### Bronze Award

1-4% of employees take up Payroll Giving



### Silver Award

5-9% of employees take up Payroll Giving



### Gold Award

10% plus employees take up Payroll Giving. Employer provides additional support such as paying the PGA administrative fee, through matched giving or by carrying out active promotional campaigns



### Platinum Award

Employers who achieve a Gold Award in the previous year with at least a 20% take up plus achieved an increase in value or number of donors compared to previous year

The National Payroll Giving Excellence Awards is an annual celebration of those with the very best Payroll Giving schemes across the UK.

The Awards are presented annually at a prestigious event, held at the Clothworkers Hall in 2017.

# Sign up today

---

Herefordshire Headway is happy to provide further guidance and advice. Please call 01432 761000 and ask to speak to our Accounts Manager or email [info@herefordshire-headway.co.uk](mailto:info@herefordshire-headway.co.uk) for more details.

There are numerous PGA's that you can sign up to, however we would always advise that you opt for an approved agency. You can find details at [www.gov.uk/government/publications/payroll-giving-approved-agencies/list-of-approved-payroll-giving-agencies](http://www.gov.uk/government/publications/payroll-giving-approved-agencies/list-of-approved-payroll-giving-agencies)

HMRC provide information and resources to support in setting up a Payroll Giving scheme. You can find details at [www.gov.uk/payroll-giving](http://www.gov.uk/payroll-giving)



*Thank you* for supporting people with ABI  
in Herefordshire and the surrounding area