

# Payroll Giving – how it works

Employee fills in one simple form, online or in person

We send a copy of their instructions to your payroll, so they know how much to deduct from pay.

Your Payroll Dept

Your payroll sends through a spreadsheet of names and amounts to your Payroll Giving agency along with payment for the total deductions that month

We send a copy of the instructions to your Payroll Giving agency so that they can match up instructions to the money coming from your payroll.

Payroll Giving Agency (CAF, ChT, ChG)

The Payroll Giving agency matches the donor instructions to the list and payment from your payroll and disburses monies to your colleagues' chosen charities.

