

*Make a difference
every payday*



Payroll Giving

A guide for employers

tenovus
cancer care
gofal cancer

Payroll Giving is an easy way your organisation can support Tenovus Cancer Care

The scheme allows staff to donate regularly to charity straight from their gross salary. Because donations are taken before tax, employees receive immediate tax relief and the charity benefits from the full value of the gift.

It doesn't matter whether you're a small business or a large organisation. Payroll Giving is easy to introduce, simple to manage and makes a meaningful difference to Tenovus Cancer Care. It's a regular and reliable income that helps us to continue to deliver support services.

How it works

Your employee chooses how much they'd like to give each pay period. That amount is deducted from their salary before tax is applied.

This means the cost to the employee is lower than the donation received by the charity, because the portion that would normally go to HMRC in tax is redirected to their chosen cause.



Donation	Cost to employee	
	Standard rate tax payer	Higher rate tax payer
Per month		
£5	£4	£3
£10	£8	£6
£20	£18	£16



Payroll Giving reduces taxable income by deducting donations from gross pay before Income Tax is applied, meaning tax is paid on a lower amount. Higher-rate (40%) and additional-rate (45%) taxpayers benefit most, as they receive tax relief at their highest rate, effectively reducing the cost of a £100 donation to £60 or £55 respectively.

All employee donations are sent to a Payroll Giving Agency (PGA). The PGA processes the funds and distributes them to Tenovus Cancer Care or any other charity selected by your employees.

The benefits

For employers

Strengthen employee engagement

Offering Payroll Giving demonstrates that you value the causes your employees care about. It can help foster loyalty, motivation, and a stronger sense of shared purpose.

Enhance your Corporate Social Responsibility (CSR)

Payroll Giving is a visible and practical way to demonstrate your commitment to social impact and responsible business practice.

Minimal administration

The scheme runs through your existing payroll system, making it simple to operate with very little additional workload.

For your employees

Quick and convenient

Signing up takes just minutes, and donations happen automatically through payroll.

Tax relief

Payroll Giving is the only way employees can receive full tax relief on charitable donations at the point of giving.

Flexible and in their control

Employees can start, stop, increase or decrease their donation at any time. They can also choose to support more than one charity if they wish.

For people affected by cancer

Vital support when it's needed most

Payroll Giving donations provide us with a regular and reliable income, meaning our support services can keep providing invaluable support for anyone affected by cancer.



Tenovus Cancer Care has been awarded the gold APGO quality mark for our commitments to Payroll Giving

A government-supported accreditation recognising organisations that actively promote and support payroll giving schemes for their employees. The award reflects our commitment to encouraging charitable giving in the workplace and making it easy for staff to support causes they care about through payroll donations.

why support Tenovus Cancer Care?

A cancer diagnosis can turn someone's world upside down

At one of the most frightening times in their lives, people need more than medical treatment. They need support, understanding, and someone to turn to.

Donations help us provide:

Expert cancer information and advice

Our Support Line is open 365 days a year, giving anyone affected by cancer direct access to experienced cancer nurses who can answer questions, calm fears and provide vital reassurance at any stage of the process.

Connection and community through song

Our Sing with Us choirs bring people affected by cancer together through the power of music, helping reduce isolation, build confidence, and create uplifting moments of joy, friendship and shared support.

Cancer treatment closer to home

Our Mobile Support Units bring vital treatment directly into local communities, helping patients access care closer to home, reducing stressful hospital travel and receive treatment in a more comfortable and supportive environment.

Through Payroll Giving, your employees can help make sure that no one faces cancer alone.



Meet Kate

Anxious about her cancer returning, Kate from Flintshire, accessed our Counselling service. It's here she learnt how to navigate her fears and turn them into something else.

Kate was diagnosed with breast cancer in September 2024. Her final radiotherapy session led her to question the future and how she would deal with life going forward.

"I became really upset and was struggling to accept the situation I found myself in" explained Kate. "I was then told about a counselling support service I could access through Tenovus Cancer Care and within a week I was in touch with Sam. It was just what I needed, when you're really struggling as I was, you need things to happen quickly and thankfully they did."



How to set it up

To register as a Payroll Giving Employer, you can follow the steps on our website:

tenovuscancercare.org.uk/payrollgivingemployer



Alternatively, you can follow the below steps:



Choose a Payroll Giving Agency (PGA)

A PGA administers the scheme and distributes donations to charities.

A list of HMRC-approved PGAs can be found in the FAQs at the end of this guide.



Let your team know

Many employees may not be familiar with Payroll Giving, so promotion is key to a successful launch.

You could:

- Send an all-staff email
- Share information on your intranet
- Include it in onboarding materials
- Host a Payroll Giving awareness day or fundraising event

Some organisations choose to work with a Professional Fundraising Organisation (PFO) to support promotion and sign-ups. A list of PFOs can be found in the FAQs at the end of this document.

You can also reach out to us at fundraising@tenovuscancercare.org.uk for ideas and support.



Employees enrol

Staff complete a simple authorisation form through your chosen PGA.



Donations begin!

Once set up, deductions are made automatically through payroll and transferred to the selected charities.

One optional extra step!

Amplify your impact with matched giving

Many employers choose to match employee donations, either fully or partially. This is a great staff incentive, and increases the gifts reaching charities and shows genuine leadership commitment to causes that staff believe in.

FAQS

How do I choose a PGA?

There are several HMRC-registered Payroll Giving Agencies to choose from, including:

Charities Aid Foundation (CAF) | cafonline.org

Charitable Giving | charitablegiving.co.uk

Charities Trust | charitiestrust.org

Once you've selected a PGA, you'll complete a short registration form. Your chosen agency can guide you through the process.

Does it cost anything to set up?

No. There is no cost for employers to set up a Payroll Giving scheme.

How flexible is the scheme?

Payroll Giving is designed to be flexible. Employees can:

- **Change the amount they donate**
- **Pause or stop donations**
- **Support multiple UK charities**

How do charities receive the donation?

Your payroll department sends the total employee donations to your chosen PGA. The PGA then distributes the funds to the selected charities.

PGAs deduct a small administration fee (typically around 4%) to cover processing costs. The remaining funds are passed to the charity. Employers can choose to cover these fees so that 100% of the employee's donation goes to their chosen cause.

Donation deductions appear on employees' payslips, and the PGA provides reporting so you can monitor total contributions.

What are Professional Fundraising Organisations (PFOs)?

Professional Fundraising Organisations specialise in workplace fundraising and can support you with internal promotion. They may host staff briefings, answer questions and manage sign-ups.

Examples include:

Hands On Payroll Giving | handsonpayrollgiving.co.uk

Payroll Giving in Action Ltd | payrollgiving.co.uk

STC Payroll Giving | stcpayrollgiving.co.uk

PFOs are paid by charities for recruiting donors and do not charge fees to employers.

However, employers can opt to cover the cost of the fees, ensuring the charity receives the full donation.

Find out more

Visit our website

tenovuscancercare.org.uk/payrollgiving

Or email us at

fundraising@tenovuscancercare.org.uk

Fundraising for Tenovus Cancer Care Reg Charity No. 1054015



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