

# Choices 2021

## Guide to Payroll Giving

- Amey has partnered with the Charities Aid Foundation (CAF) to make donating to charity easy and tax efficient.
- CAF help employees around the UK to donate nearly £80 million each year.
- You can access this as part of your flexible benefits from the 1<sup>st</sup> – 15<sup>th</sup> of each month during the year and the deduction comes from your salary.
- You choose the charity or charities you wish to support.
- Instead of deciding which charities to support right away, you can open a CAF charity account. This money can then be used to support a particular cause such as the Disasters Emergency Committee or Comic Relief for example.
- You can give to small organisations that aren't registered charities (PTA's, clubs, places of worship etc.).
- CAF giving to charity is 100% tax effective no matter what your tax rate is. If you pay tax at 40%, a £1,000 donation costs you £600 as you will pay £400 less in tax.
- There is a small fee which is 4% of the monthly donation with a maximum cap of £10.
- The charities benefit as they have a regular income stream which allows them to plan more effectively.
- You can choose to remain anonymous.
- You can start and end your deductions at anytime.
- You can give as little as £1 per month. There is no maximum.
- If you are adding to a CAF charity account, there is a minimum donation of £10 per month.
- Charity information can be found using at [www.gov.uk/find-charity-information](http://www.gov.uk/find-charity-information)
- Please ensure you add your chosen charity in the dependents and beneficiaries screen on ESS before making the selection. Your selections may be deleted if not completed prior to selection.
- You can select this option at any point during the year.
- Please find step-by-step guide on how to sign up on this webpage.

