ROY CASTLE
LUNG CANCER
FOUNDATION

Payroll Giving
Employee Guide
What is Payroll Giving?
Payroll giving is a simple, tax-efficient way to make regular donations to charity through your salary.

As the donation is taken before tax, a £5 donation will only cost you £4, meaning that it costs less to give more!

How it Works:
Setting up Payroll Giving is quick and simple.

All you need to do, once your employer has a scheme in place, is contact your payroll department and let them know the charity name and donation amount.

You can also sign up online by visiting: www.roycastle.org/payrollgiving

Once you’re signed up, your donation will be taken out of your pre-tax salary each payday by your company’s payroll team. This will also show up on your payslip.

Because your donation is tax-free, it will cost you up to 40% less through the tax break!

<table>
<thead>
<tr>
<th>Your pledge</th>
<th>Cost to standard rate tax payer (20%)</th>
<th>Cost to higher rate tax payer (40%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£5</td>
<td>£4</td>
<td>£3</td>
</tr>
<tr>
<td>£10</td>
<td>£8</td>
<td>£6</td>
</tr>
<tr>
<td>£25</td>
<td>£20</td>
<td>£15</td>
</tr>
</tbody>
</table>
Why sign up?

- **Paying less to give more.** It’s the only way to give that allows full tax relief on donations.
- **More control.** You have full control over your donation and can stop or change your gift at any time.
- **Donor privacy.** No banks details are given out to charities and you can choose how your charity contacts you.
- **Simple, quick sign up.** Payroll Giving is ideal for people who might not have the time to fundraise in more traditional ways.

How to sign up:

One form submitted to your payroll department, that’s it!

Alternatively, you can use our online form to sign up: [www.roycastle.org/payrollgiving](http://www.roycastle.org/payrollgiving)

You may not see your donation coming out straight away, don’t worry, sometimes your money may take a few weeks to get to us.

You should see your donation on your payslip within a month or so.
Why support ROY CASTLE LUNG CANCER FOUNDATION?

We the only UK charity supporting everyone affected by lung cancer - the UK’s biggest cancer killer.

36,000 people die from the disease each year. More than breast, prostate and pancreatic cancer combined.

£3.00 per month, over a year, would provide us with an hour’s vital research into early detection.

£5.00 monthly will provide training for a lung cancer specialist nurse, providing care for patients and their families.

£7.50 a month, for a year, will fund hours of lung cancer research, looking into prevention and treatment.

For further information or questions, contact:
Angela Massey- Individual Fundraising Giving Officer
angela.massey@roycastle.org
0333 323 7200 (ext 117)