

## **8.26 Give as You Earn**

This policy provides staff with the facility to make regular tax free donations, through payroll, to a charity of their choice.

- Donations from staff are forwarded to the Charities Aid Foundation for distribution to their nominated charities – Section 3 Donations
- Details of how you can make regular deductions are provided – Section 2.2 Operation of the Scheme

**The following terms within this policy are defined in the glossary:**

There are currently no terms within this policy defined in the glossary.

**You may also be interested in the following policies:**

### 8.05 Voluntary deductions

This policy is version 2.0.

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

## **8.26 Give As You Earn**

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## **8.26 Give As You Earn**

### **1 Background**

**1.1** The Northern Ireland Civil Service Give As You Earn Scheme enables you to make regular charitable donations through payroll.

**1.2** The Scheme is currently promoted by a professional fundraising organisation, 'Sharing the Caring'. You can support a charity or charities of your choice, provided these are registered charities, by means of regular tax-free donations direct from your pay.

### **2 Operation of the Scheme**

**2.1** Representatives of 'Sharing the Caring' maintain an on-going programme of visits to Civil Service buildings/locations during which they engage with staff to explain how the Scheme operates and encourage you to sign up.

**2.2** Should you wish to participate in the Scheme, you must complete a payroll-giving donation form, which is available from 'Sharing the Caring' visiting representatives, or directly from the organisation's offices at 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4TA, telephone 01732 520 123 or by e-mail to [enquiries@sharingthecaring.org.uk](mailto:enquiries@sharingthecaring.org.uk). You can also access a copy of this form on the NICS Intranet.

**2.3** Completed forms should be returned to 'Sharing the Caring' visiting representatives, or sent directly to the above address.

### **3 Donations**

**3.1** Your donations are paid to the Charities Aid Foundation, which, for a small fee, arranges distribution to the nominated charities.