



**The Furniture Makers' Company**  
the furnishing industry's charity

## **An employee's guide to payroll giving**

Help us to support the furnishing industry by educating for the future, driving excellence, and supporting those in need with a simple tax-free donation directly from your monthly salary.

### **What is payroll giving?**

Payroll giving, also known as Workplace Giving and Give as You Earn, is a simple and tax-free way to support The Furniture Makers' Company.

It allows you to donate straight from your monthly salary before tax is deducted. This means that if you pledge to give £10 a month, it will only cost you £8 on basic rate tax or £6 on 40 per cent tax.

You can give as much as you like, and change or cancel your donation at any time simply by informing your Payroll Department.

Every donation counts. Large or small, it all adds up and can really make a big difference to those in need in the furnishing industry.

### **Why support The Furniture Makers' Company?**

The Furniture Makers' Company is the furnishing industry's charity, here to support everyone involved with this exciting vibrant world. Around 250,000 people are employed in this industry across every sector, from design, manufacturing, retail and education.

From students to business owners, textile designers to furniture makers, a vast array of people are involved. And from time to time, some of them will need financial assistance or advice.

We are already helping hundreds of people within the industry, and with your support we could help hundreds more. We can make your money work hard for those in need.

## How far will your donation go?

- £25 will provide a child with a basic school uniform
- £40 can provide an inspiring book prize for a first year GCSE student
- £75 will help cover the weekly food bill for a family

## Frequently asked questions

### What do I need to do?

Providing that your employer offers Payroll Giving it could not be simpler.

You complete a form which is usually obtained from your Payroll department or Personnel.

The form asks you to give the name(s) of the charity or charities you wish to support – there is space for you to make more than one choice.

Your employer will forward your completed form to the Payroll giving Agency (PGA) and deduct from your pre-tax salary the total amount you want to give.

Your donation is forwarded monthly to the PGA and they then distribute the gift each month to the charity or charities of your choice.

### Can I stop giving?

Payroll Giving is a voluntary donation and you can stop at any time. Simply tell your employer's payroll department.

### Can I change the amount I give?

Yes, although to keep administration costs down your employer may limit the number of times you can change the amount of your donation to once or twice a year.

### Can my donations be refunded?

No, once your gift has been deducted from pre-taxed income it MUST go to a charity. It is important that when you complete your form you clearly indicate the charity or charities you want to support to make it easy for the PGA to distribute your donation.

Most PGAs automatically write to you when you have completed a form just to confirm the details of the amount being donated and the chosen charities.

### **How long will it be before my donation reaches The Furniture Makers' Company?**

Once your donation has been deducted from your salary your employer will forward it to the PGA each month.

The PGA then has 60 days to distribute the gift to The Furniture Makers' Company. Most PGAs distribute funds within one month.

### **How do I know that The Furniture Makers' Company has received my donation?**

If you decide you would like to support us through payroll giving please let our Head of Fundraising know on 020 7562 8527, [amy.gibson@furnituremakers.org.uk](mailto:amy.gibson@furnituremakers.org.uk)

That way we can look out for your donation and write to thank you.

You can also ask the PGA for confirmation and request a statement for each year which will show the amounts paid to your chosen charities.

### **Can I change the charities I wish to support?**

Yes, at any time. Simply tell your employer that you want to complete a new form or contact the PGA. But like all charities, The Furniture Makers' Company benefits most from regular donations and they are so important to us.

### **Will administration charges be deducted from my donations?**

Most PGAs make a small charge which they deduct from your donations before distributing them to The Furniture Makers' Company.

The charge is nominal and simply covers their costs. All PGAs are registered charities and they make no profit from administering payroll giving donations.

An increasing number of employers pay the PGAs' charges so that the full amount of your donation can come to us.

## **What do I do now?**

That's simple. If your employer offers payroll giving then please either request a joining form from your payroll department or complete the joining form on the next page and take it to

your payroll department, or download the Payroll Giving Donor Form from our website [www.furnituremakers.org.uk/](http://www.furnituremakers.org.uk/) link to come

You may not see your donation coming out straight away but don't worry, sometimes your money may take a few weeks to get to us. However you should see your donation appearing on your payslip within a month or so.

Your employer may not know about payroll giving and the endless benefits it has for both you and us. So why now give them a copy of Payroll Giving – a Guide for Employers. This will explain to them how to set up this simple and inexpensive scheme. You can download this from our website [www.furnituremakers.org.uk/](http://www.furnituremakers.org.uk/) link to come

For more information on The Furniture Makers' Company, the furnishing industry's charity, please contact our Head of Fundraising, [amy.gibson@furnituremakers.org.uk](mailto:amy.gibson@furnituremakers.org.uk) or 020 7562 8527.

The Furniture Makers' Company Furniture Makers' Hall 12 Austin Friars London EC2N 2HE

The Worshipful Company of Furniture Makers is incorporated by Royal Charter

The Worshipful Company of Furniture Makers' Charitable Funds incorporating the Furnishing Trades Benevolent Association is a registered charity in England and Wales (no. 1015519) and a registered company (no. 02759359) in England and Wales