

# Frequently Asked Questions

## How do I join CAF Give As You Earn?

Getting started with CAF Give As You Earn is quick and easy using this online form. If you are already donating by CAF Give As You Earn, then you can make additional gifts or replace your current donations.

When you complete this form, we will ensure that your Payroll department is sent the necessary information to make the correct deductions from your pre-tax salary. We will not share with them which charities you are giving to.

## Who can I donate to?

You can donate to any UK charitable organisation of your choice providing it is recognised by HMRC as charitable. This includes:

- churches
- health authorities
- hospitals (not private)
- Scout and Girl Guide groups
- universities and schools
- Parent Teacher Associations
- community groups

Our charity search shows the most popular charities based on recent activity. If the charity is not in the list, then let us know the name and we will find it.

If you need help finding a charity you can search for charities in England and Wales <http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx>, in Scotland <http://www.oscr.org.uk/charities> and Northern Ireland <https://www.charitycommissionni.org.uk/>.

Alternatively, you can make donations into your own Charity Account. Your money is then set aside to donate to charity whenever you want.

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## What types of donation can I make?

New – For first time CAF Give As You Earn donors

Additional – If you are already making donations through CAF Give As You Earn, you can add new donations to your existing ones

Replacement – this is for existing donors who wish to replace their existing CAF Give As You Earn donation(s) with new one(s). If you select this option, all your existing CAF Give As You Earn donations will be cancelled. If you wish to continue with any of your donations, you will need to add them to the donations you are telling us about on this form

You can choose to make regular or one-off donations. Please note that if you have chosen the 'Replacement' option and would like to make a one-off donation in addition to new regular donations, you will need to submit the one-off donation on a separate form.

## How do I stop my CAF Give As You Earn donations?

You should contact your Payroll Team who will make sure that they no longer deduct the donations from your pay.

## Will the charity receive Gift Aid on my CAF Give As You Earn donation?

No. The donation is made from your gross pay before any tax is paid by you, so there is no additional tax to be claimed by the charity.

## Can I claim any additional tax relief on my donation?

No. As the donation is made before any tax has been deducted, the donation benefits from the full tax relief available.

## Are there any limits to the size or number of donations I can make through payroll giving?

There are no limits to the number of charities which you can support through CAF Give As You Earn. There is a minimum donation amount of £1 per charity but we usually recommend that you give at least £5 a month. There is no maximum amount which you can give but your Payroll team may want to confirm with you if you chose to make a large donation.

## Will the charity know that I have given to them?

We will make your contact details available to the charity unless you have chosen to remain anonymous when you set up your donation.

## How long will it be before the first donation is taken from my pay?

This depends on when you fill in the form but as a rule it will start on the next available payroll run so if you fill in the form towards the end of a pay period it may not start until the following month.

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## **When will the charity receive my donation?**

Once your employer has added your donation instructions to their payroll system, they will send us the donations to be forwarded to the charity. We send donations to charities on or around the 22nd of each month. If you make a donation to charity from your January salary, the charity will receive your donation on or after the 22 February.

Donations can be delayed if your employer doesn't provide us with the necessary report and funds by the end of the calendar month in which the deductions are made.

## **Are there any fees for CAF Give As You Earn?**

CAF deducts a 4% administration fee from each donation (up to a total of £10 per donation) Many employers opt to pay this on your behalf and you should check with your Payroll Team. Your charity will receive the amount of your donation, less any fees

## **I'm having problems completing my Give As You Earn request, what should I do?**

We're always happy to help. If you can't find what you're looking for in the Frequently Asked Questions you can contact our Customer Services Team on [enquiries@cafonline.org](mailto:enquiries@cafonline.org) or call **03000 123 000**.