



SUSTAIN: Sending Net Pay Deductions

To facilitate the electronic processing of your net pay deductions, we would be grateful if you would please ensure that all of the following boxes are "ticked":

- Send all money, i.e. net pay deductions, administration fee, matching funds, by electronic transfer to us

Our bank details will be provided on request

- Send the total amount of money **in a single transaction** (not a separate transaction for each employee)
- In the description for your transmission, please include your 4-digit client reference
- Send a schedule of net pay deductions at the same time as your money transmission
- Send the schedule of net pay deductions as either an Excel (*.xls) or CSV (*.csv) file attached to an email

- The file **must contain** at least the following fields:

Name	Initials	PPS No	Amount
Brown	A J	102300678	8.00

- If possible, it would be useful to have an indication of any change in donor status, i.e. new, ceased (show Amount = 0.00), increase/decrease in amount, as follows:

Name	Initials	PPS No	Amount (€)	Status
Brown	A J	102300678		
Brown	S W	104310786		NEW
Williams	D R G	205322245		INCREASE
Walton	W S	657298754		CEASED
Martin	B T	453305267		DECREASE
SUB-TOTAL				
Donation Admin (5%)				
Matched Funds				
Matching Admin (5%)				
TOTAL				

- If you include the administration fee and/or matched funds with your electronic funds transfer, this should be shown as indicated, suitably labelled (see above)

If you have any questions, please contact us on 01822 611180 or via sustain@charitablegiving.ie