



SUSTAIN: Information Sheet

Operating a Sustain Scheme

- 1 Before a **Sustain** scheme can be operated, a contract between the employer and Charitable Giving must have been completed and signed:
- 2 Before net pay deductions can be made, an employee must have completed a **Donation Choice Form** provided by Charitable Giving or an equivalent mandate provided by a fundraising organisation.

Completed forms or the data therefrom are sent to Charitable Giving for processing. As necessary, Charitable Giving will forward employees' instructions for net pay deductions to an employer's payroll office by a Microsoft Excel file (*.xls) to enable them to make deductions from the payroll
- 3 It is not necessary for an employer to know to which charities an employee is donating. If an employee wishes to donate anonymously, the Donation Choice Form **should be sent directly** to Charitable Giving by the employee
- 4 Regular net pay deductions as well as one-off donations may be made from weekly, four-weekly, or monthly, pay
- 5 A remittance of net pay deductions should be sent each month **by electronic transfer** to Charitable Giving **by the 14th day of the month** to ensure that donations can be distributed to charities in the first ten working days of the following month (See the information sheet entitled **Sending Net Pay Deductions**)
- 6 Each month's remittance must be accompanied by an itemised schedule of total net pay deductions by employee as well as any administration charge or matched funds. Schedules should be provided as electronic files (i.e., in *.csv or *.xls formats) transmitted to Charitable Giving as email attachments (See the information sheet entitled **Sending Net Pay Deductions**)

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

