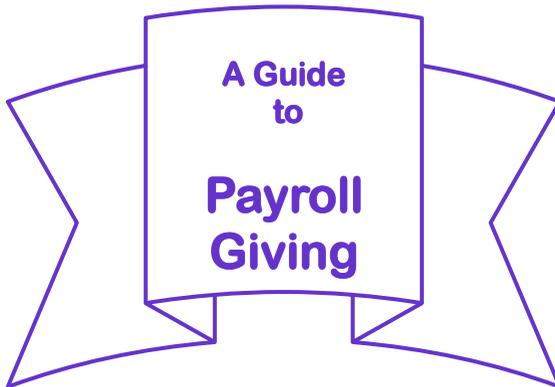


**with you through the highs & lows**





**A**s with most voluntary sector organisations, Bipolar Scotland, receives most of its funding from time limited grants from government agencies and charitable trusts. However, Payroll Giving allows people (who are in paid employment) and have an interest in the work of Bipolar Scotland to make regular financial contributions to the organisation. Money received from Payroll Giving, along with our other sources of funding allow us to sustain our current services and look at developing new services for people with bipolar disorder and their carers.

## ***What is Payroll Giving?***

Payroll Giving means making a regular donation to your chosen charity (*Bipolar Scotland*) directly from your salary. You can donate either weekly or monthly. Every £1 you donate costs you just 78p because the donation is made before tax is deducted. You can stop or change your donation when you like, just tell your payroll department, giving them one month's notice.

Donating through your salary is one of the most valuable ways you can support Bipolar Scotland. Regular gifts will allow us to plan ahead, secure in the knowledge that we have guaranteed income.

## ***How can I find out if my employer offers Payroll Giving?***

Ask your employer's payroll department. If they do not offer a scheme, suggest that they start one. If your employer employs less than 500 people they will be eligible to a one off

government grant of up to £500. The grant is available until the end of December 2006.

Please contact the Bipolar Scotland office and we can provide your employer with information on starting up Payroll Giving.

### ***How much should I give?***

This is also a very personal decision. There are no limits on how much you can give. You should work out how much you can afford to give every week or month.

### ***Can I change the amount I give?***

Yes, at any time. Simply tell your employer's payroll department.

### ***Will this affect other donations I make to charity?***

No, you can continue to make other donations without affecting the amounts you give through Payroll Giving. If you want to know about other tax relief for giving to charities ask your local tax office for leaflet IR65 "Giving to Charities by Individuals".

### ***I'm interested, what should I do now?***

Talk to your employer and find out if they already operate Payroll Giving. If they do, just contact the Bipolar Scotland office and we will provide your employer with details for payment. If your employer does not operate Payroll Giving, but would be interested in finding out more about it, contact the Bipolar Scotland office and we will send them relevant information.



## **Bipolar Scotland**

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