



Changing childhoods.  
Changing lives.

## **BARNARDO'S WORKPLACE GIVING PAYING-IN GUIDE**

The following guide is for companies that wish to pay in money on behalf of their employees. Barnardo's workplace giving team offer 3 methods of giving and the following provides the relevant information needed in order to pay money in for each. For further information, please feel free to email us at [workplacegiving@barnardos.org.uk](mailto:workplacegiving@barnardos.org.uk)

### **Winners Club**

Barnardo's Winners Club is our workplace lottery. As a gambling product, it must be run in accordance to Gambling Commission regulations, one of which states that all entry money received has to be kept with a ring-fenced account. This account can only be used for entry money received from Winners Club companies. Any entry money should be paid by BACS transfer into the following account:

**Bank Name** BARCLAYS BANK PLC      **Account Name** BARN WC CLIENT  
**Sort Code** 205730                      **Account Number** 70635588

If you know your Barnardo's reference (starting ORN), please state this on the payment transfer as this will help us allocate payment to your company's Winners Club scheme.

### **Post-tax / net pay charitable donations**

If you wish to pay in net-pay donations made by your employees for Barnardo's, please use BACS transfer to deposit into the following account.

**Bank Name** BARCLAYS BANK PLC      **Account Name** BARN WPG  
**Sort Code** 205730                      **Account Number** 80568449

If you know your Barnardo's reference (starting ORN), please state this on the payment transfer.

If you need to pay in post-tax and Winners Club money, we would ask you to split payment into the designated accounts stated above. If, however, this is not possible and you can only make one transfer, please use the Winners Club account.

### **Pre-tax (Payroll Giving) donations**

Donations deducted from employee's pre-tax pay, also known as Payroll Giving or Give as You Earn, need to be transferred to your designated Payroll Giving Agency. Payroll Giving is an HMRC regulated scheme so donations cannot go directly to nominated charities but instead to a third-party Payroll Giving Agency who will then disburse all the pre-tax donations from a company to their employee's nominated charities.

If you have any questions about transferring workplace giving money to Barnardo's, please do not hesitate in contacting us at our team email [workplacegiving@barnardos.org.uk](mailto:workplacegiving@barnardos.org.uk)