



JNF House  
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**KKL PAYROLL GIVING AGENCY**  
Ref: PR36

# WHAT THE EMPLOYER SHOULD DO NEXT:

1. Sign an agreement
2. Complete the HMRC registration form together with the Company Details form and return to KKL
3. Payroll department receives the signed request from the employee
4. Make the deduction from each payroll either weekly or monthly as requested by employee
5. Forward a listing and a single cheque or BACS each month to KKL

NAME	EMPLOYEE NUMBER	NUMBER OF CHARITIES	TOTAL AMOUNT	NEW DONOR	CHANGE OF CHARITY	END OF DONATION	SICK/ MATERNITY LEAVE