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KKL PAYROLL GIVING AGENCY
Ref: PR36

KKL PAYROLL GIVING AGENCY

Employers Contract

1. This Contract is between KKL Charity Accounts (herinafter referred to as the approved agency) and _____ (herinafter referred to as the agent).
2. From _____ 2009 the agent will operate a Payroll Giving Scheme in accordance with the provisions of Sections 27 and 28 of the Finance Act 1986 and Charitable Deductions (Approved Scheme) Regulations 1986 as an agent of the approved agency.
3. It is agreed that the agent:
 - a) Will hold as the agent of the approved agency all monies withheld from the pay of employees under terms of the scheme.
 - b) Will pay over to the approved agency all such sums within 15 days of the end of the PAYE month in which they were deducted from employees pay.
 - c) Will not make any deductions under the Scheme from any employee's pay without first obtaining written approval and instructions from that employee in the form provided by the agency.
4. It is agreed that the approved agency will:
 - a) Provide to the agent all such information, documentation and instruction as is necessary to ensure that the agent is able to comply with their obligations under the Scheme.
 - b) Provide to each employee on request a certificate of the amounts which the approved agency has paid to the charities specified and such other information as is required under the Scheme.
 - c) Provide written receipts for all monies paid over by the employer, if so requested.
 - d) Be entitled to deduct up to 4% of all sums received from the employer under the Scheme by way of a fee to cover the costs of administering the Scheme.
 - e) Under no circumstances return to the agent of employee any sums duly deducted from the pay of the employee under the terms of the Scheme.
 - f) Where for any reason it becomes impossible to pay any amount to the charity specified by an employee, pay it to such other charity as it may consider has objects similar to those of the charity specified by the employee, and it will not under any circumstances appropriate that amount to its own funds. On paying such amount to the other charity it will give notice to the employees that it has done so.
5. This contract may be terminated by either party giving three months written notice to the other at its registered office or last recorded business address and, notwithstanding this provision, the approved agency may in the event of the agent's significant failure to give to the Scheme, terminate the contract by giving one month's written notice to the agent.

Signed for and on behalf of the parties:

For _____ Date ____ / ____ / ____ For _____ Date ____ / ____ / ____