

Co-operative flexible benefits

Delivered by The Midcounties Co-operative



Co-operative Payroll Giving Ltd

Guidance Note for Getting Started

MAY 2012

Introduction

Thank you for choosing to donate to your favourite charities through our Payroll Giving Scheme. UK Charities rely on generous donations in order to help and support those who are in most need. Your donation is a valuable income stream for charities, helping them to budget and plan accordingly.

There are over 300,000 charities in the United Kingdom for you to choose from, most of these are on our database, however, if you are unable to find your charity, please contact our helpdesk on 0800 458 7929 or e-mail us at info@flexiblebenefits.coop.

Only complete Part 1 if you have not already Registered with Co-operative Flexible Benefits. If you have already registered i.e. use Childcare Voucher or the Cycle to Work scheme, please proceed to Part 2, as you will already have your 10 digit user ID.

PART 1

- Logon to the Flexible Benefits website www.flexiblebenefits.coop and click on Register (Top right hand corner)

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Childcare Vouchers has now closed to new joiners, the deadline was 04th October 2018. Existing users are unaffected and can continue as normal.

Tax free donations to a charity of your employees' choice

By using our Payroll Giving scheme

[Find out more](#) >



Why Choose Us?

A suite of benefits for all your employees not just your working parents!

- Dedicated Account Management
- Unrivalled customer service
- Bespoke marketing package
- Simple sign up process
- We are an ethical and trusted brand

 [Childcare vouchers](#)

 [Cycle to Work](#)

 [Payroll Giving](#)

 [Co-operative childcare](#)

Welcome to **Co-operative Flexible Benefits**

Co-operative Flexible Benefits is part of the Midcounties Co-operative, the largest Co-operative in the UK and established since 2005. An ethical award winning organisation that provides childcare vouchers and a range of employee benefits that delivers great savings to you and your employees.

We are Childcare Vouchers experts offering a bespoke scheme and service to meet our clients' needs.

- Enter **89200001** which is the Midcounties Co-operative Society Payroll Giving Scheme account number into the Account number field and then click on “Find”

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Contact us on 0800 458 7929
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Employee Registration

Stage1 Stage2 Stage3 Stage4

Employers Account Number

Please enter your employers 8 digit account number

Account Number

Could not find the account.
The Midcounties Co-operative Society

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Flexible Benefits Useful Links
Childcare Finder
Daycare Trust
Childcare Information
Childcare Savings Estimator

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- Click “Confirm” to proceed

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Employee Registration

Stage1 Stage2 Stage3 Stage4

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- Enter your national insurance number and click on “Enter”

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Employee Registration

Stage1 > Stage2 > Stage3 > Stage4

National Insurance Number

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- Complete all of your personal details into the fields within this table and click on “Register”

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Employee Registration

Stage1 > Stage2 > Stage3 > Stage4

Personal Details

Title	<input type="text"/>
Firstname	<input type="text"/>
Initial(s)	<input type="text"/>
Surname	<input type="text"/>
Payroll Number	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Email Address	<input type="text"/>
Confirm Email Address	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Post Code	<input type="text"/>

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- Set a Password consisting of any 4 digits

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[Login](#)

Employee Registration



Create Account

Please enter a 4 digit pin

Confirm Pin

Security Question: *

Security Answer *

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Select Language

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- You have now Registered onto the system, **please make a note of the 10 digit User ID** which is showing on this screen and keep in a safe place. You will need this every time you log onto the system.
- Click "[here](#)" to log on. The next two screens are not applicable this time as you will automatically be logged on to the system, please skip these.

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[Feedback](#) Logged in as 8199547180 | [Logout](#) | [Inbox \(1\)](#)

Thankyou for registering

Your user ID is 8199547180 and PIN is 1234

Please make a note of your User ID as detailed above.

You are now logged into your on-line account. Please click [here](#) to sign up to your chosen benefit.

If you have any questions please contact the Co-operative Employee Benefits Helpdesk on 0800 458 7929

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PART 2

Part 2 of this guidance note will provide details on how to sign up to the Payroll Giving benefit.

- Log onto the Employee Benefits website www.flexiblebenefits.coop and click on Login (Top right hand corner)

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We are Childcare Vouchers experts offering a bespoke scheme and service to meet our clients' needs.

- Enter you 10 digit User ID and you Pin number

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[Login](#)

Flexible Benefits Login

10 Digit User ID:
 PIN:



If you are an employee and your employer has registered for Co-operative Flexible Benefits, please click below to register

Your Benefits Package



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- Click on New / Modify Request from the selection on the left hand side

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Childcare Vouchers

Payroll Giving

Payroll Giving is a flexible scheme which allows anyone who pays UK income tax to give regularly, or on a one-off basis, donate tax free to the charities of their choice. Payroll Giving donations are deducted before tax so each £1.00 you give will only cost you 80p, and if you are a higher rate tax payer it will only cost you 60p. Payroll Giving (Work Place Giving) is available as a long term source of revenue, providing a regular income to help charities budget and plan ahead more effectively.

Please use this option should you wish to setup a new donation to a charity or charities

Please use this option should you wish to modify donations you are currently making to your chosen charities

View the below benefits that you can access and make genuine savings on...



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- Click on the tick box under the declaration and click on “Add a Donation” within the orange box

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Childcare Vouchers

- Change Pin
- Sign Up

Cycle To Work

- Sign Up

Payroll Giving

- New / Modify Request

Logout

Select Charities

Charity Name	Frequency	Amount(£)	Action
No data to display			

[Add a Donation](#)

Declaration

I certify that no portion of my tax effective payroll giving will be used to make a Gift Aid payment and that my donations, as above, will be dealt with in accordance with the contract between my employer and Co-operative Payroll Giving Limited as the Payroll Giving Agency.

Unable to find your charity?

If the charity you are looking for is not included in our list of charities, please follow these steps.

- Click the relevant link to find your chosen charity's number -
 - For English and Welsh Charities visit www.charity-commission.gov.uk
 - For Scottish Charities visit www.oscr.org.uk
- Once located, enter your chosen charity's number below and click 'Get Charity'. If the charity is registered with any of the official charity sites and active their information will become immediately available in our list, and you should then be able to select them as a beneficiary above (However, if they are inactive they will not be present on this list).

View the below benefits that you can access and make genuine savings on...

- Click on the Charity field and select the charity that you wish to donate to. In the Frequency field you have 2 options, one of which is “Regular” which means that you will make a donation to the charity of your choice every pay day, and the other is “One-off” which is just 1 payment from your next pay, this is not a recurring payment. In the amount field, please type in the amount, inserting decimal places.
- Click on Update

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Childcare Vouchers

- Change Pin
- Sign Up

Cycle To Work

- Sign Up

Payroll Giving

- New / Modify Request

Logout

Select Charities

Charity Name	Frequency	Amount(£)	Action
No data to display			

[Add a Donation](#)

Declaration

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View the below benefits that you can access and make genuine savings on...

Add Charity

Charity Name: 1001420, Money for Madax

Please be advised that this is not an exhaustive list of charities, if you are unable to find your chosen charity please click cancel and follow the instructions at the bottom of this page

Frequency: Regular

Amount(£):

- Tick the declaration box, you will not be able to proceed until you have agreed to the terms and conditions of the scheme.
- Check the details listed and click on “Submit”

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Select Charities

Charity Name	Frequency	Amount(£)	Action
Money for Madagascar	Ongoing Payment	£3.00	Edit Delete

[Add a Donation](#)

Declaration

I certify that no portion of my tax effective payroll giving will be used to make a Gift Aid payment and that my donations, as above, will be dealt with in accordance with the contract between my employer and Co-operative Payroll Giving Limited as the Payroll Giving Agency.

Unable to find your charity?

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View the below benefits that you can access and make genuine savings on...



- Press click on “Confirm” to complete your application

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- Logout

Select Charities

Charity Name	Frequency	Amount(£)	Action
Money for Madagascar	Ongoing Payment	£3.00	Edit Delete

[Add a Donation](#)

Declaration

I certify that no portion of my tax effective payroll giving will be used to make a Gift Aid payment and that my donations, as above, will be dealt with in accordance with the contract between my employer and Co-operative Payroll Giving Limited as the Payroll Giving Agency.

Donation Summary

Please confirm the information below is correct:-

Total monthly deduction from salary	£3.00
Total One Off deduction from salary	£0.00
Total deduction from salary	£3.00

Unable to find your charity?

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 - For Scottish Charities visit www.oscr.gov.uk
- Once located, enter your chosen charity's number below and click 'Get Charity'. If the charity is registered with any of the official charity sites and active their information will become immediately available in our list, and you should then be able to select them as a beneficiary above (However, if they are inactive they will not be present on this list).

View the below benefits that you can access and make genuine savings on...



Your application will now be available to view, you can print this off for your records. Please be assured that only **Section B of the form will be sent to the employer for them to make the necessary deduction from your salary.**

The next stage of the process is for your Payroll to approve or reject your application.

Thank you for signing up to Payroll Giving.