



Co-operative Payroll Giving Ltd

Guidance Note for Getting Started

MAY 2012

Introduction

Thank you for choosing to donate to your favourite charities though 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 chose 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 <u>not</u> 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.



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"

Monday, February 18, 2013 Co-operative flexible benefits Delivered by The Midcounties Co-operative		Contact us on 0800 458 7929 or info@flexiblebenefits.coop
		Login
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• Click "Confirm" to proceed

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• Enter your national insurance number and click on "Enter"

Co-operative flexible benefits Delivered by The Midcounties Co-operative			Contact us on 0800 458 7929 or info@flexiblebenefits.coop
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• Complete all of your personal details into the fields within this table and click on "Register"

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• Set a Password consisting of any 4 digits

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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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	Your user ID is 8199547180 and PIN is	s 1234
	Please make a note of your User ID as detaile	d above.
You are	now logged into your on-line account. Please click <u>here</u> to :	sign up to your chosen benefit.
۴y	u have any questions please contact the Co-operative Employee Benefits	s 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 <u>www.flexiblebenefits.coop</u> and click on Login (Top right hand corner)

More from the Mid	counties Co-opera	tive 🗸			Log in	n 🖉 Register
Co-operati	dcounties Co-operative	enefits				Contact us >
About us	Our benefits	Awards	Our team	Childcare providers	Testimonials	

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



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 you 10 digit User ID and you Pin number

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

Monday, February 18, 2013 Co-operative f Delivered by The Midcountie			Contact us on 0800 458 7929 or info@flexiblebenefits.coop
			Feedback Logged in as 8199547180 Logout Inbox (1)
Childcare Vouchers • Change Pin • Sign Up Cycle To Work • Sign Up Payroll Giving • New / Modify Request Logout	Payroll Giving is a flexibl on a one-off basis, donate before tax so each £1.0 only cost you 60p. Pay providing a regu New Request Please use this option sh Modify Request Please use this option sh Stop Request	e scheme which allows anyone who pays UK income i tax free to the charities of their choice. Payroll Giving J you give will only cost you 80p, and if you are a high roll Giving (Work Place Giving) is available as a long te lar income to help charities budget and plan ahead mo ould you wish to setup a new donation to a charity or co ould you wish to setup a new donation to a charity or co ould you wish to modify donations you are currently m View the below benefits that you can acc	tax to give regularly, or donations are deducted er rate tax payer it will mr source of revenue, rere effectively. charities aking to your chosen charities ess 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



- 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 "Oneoff" 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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- 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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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.