

## **Microhive - Employee Charity giving scheme at Worcestershire Acute Hospitals NHS Trust supporting Worcestershire Acute Hospitals Charity**

Microhive, the act of donating small amounts to charity, is a powerful tool for individuals and businesses to support charities and communities.

Staff at Worcestershire Acute Hospitals NHS Trust are given the opportunity to sign up to Microhive and donate the pennies from the payslip to the Trust Charity. The scheme is completely voluntary.

### **Terms and Conditions**

I am pleased to confirm that I wish to participate in Microhive and hereby authorise my employer Worcestershire Acute Hospitals NHS Trust as my agent to collect each pay period from my salary such odd penny balances (maximum 99p per pay period) and to distribute such amounts to Worcestershire Acute Hospitals Charity as shown on the form I have ticked to join in.

This authorisation is effective from the date I submit this form and shall remain in force until cancelled in writing.

If I am a UK Taxpayer I give my consent for Gift Aid to be reclaimed on my donations (this boosts your donation by 25% and costs you nothing) and agree for my employer to provide Microhive and the charities with my name and address for this purpose only. I understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

It is noted that a minimum of 93% of my donations will go directly to the nominated charity with the rest retained by Pennies from Heaven Fundraising Limited to cover administration costs. This fee is offset however if donations are eligible for Gift Aid as for every £1 donated the charities, after reclaiming Gift Aid, will receive £1.16 after the fee is deducted.

### **FAQ's**

#### **What is the maximum I could donate?**

The maximum donation is 99p from every payslip.

#### **Which charity receives my donations?**

Your donations will go to Worcestershire Acute Hospitals Charity, specifically to fund staff wellbeing projects at the Trust.

## **How do I join in?**

It takes seconds to empower your pennies. Simply visit

<https://microhive.org.uk/employers/worcestershire-acute-hospitals-nhs-trust/>

## **Do other NHS organisations run Microhive?**

Yes, around 120 NHS organisations are running the scheme and NHS staff have donated £1.6m so far (May 2024).

## **Do I need to sign up each month?**

No. You only need to sign up once and from then on the pennies are automatically donated to charity from your net pay. If net pay was £850.34 then 34p would be donated.

## **How much of my donation will the charity receive?**

The charity receives 93% of your donation with 7% retained by the administrator to cover the cost of administering the scheme. This works out as just 42p per employee per year and when gift aid is claimed the charities receive more than your donation even after the deduction of the 7% fee.

## **Are Microhive donations eligible for Gift Aid?**

Yes, your charities can claim an additional 25% on top of your donations under Gift Aid. This costs you nothing and when you join Microhive you will be asked for your consent for this to happen. There is no further action for you to take.

## **Can I give more than the pennies from my pay?**

No, the maximum donation is 99p.

## **Can I give to an alternative charity?**

No, not via Microhive. You can of course set up a regular payment with any charity by contacting them.

## **Can I stop donating?**

Yes. You can stop donating at any point. Just contact Microhive directly with your name and employee number and they will notify Trust payroll to stop the donation. You can either do this via telephone on 01485 210698 or email at [info@microhive.org.uk](mailto:info@microhive.org.uk)

Note that it might take 30 days for the deductions to stop.

## **What happens if I leave the Trust?**

The deductions will cease following your last pay day.

## **What if I am a higher rate taxpayer?**

If you pay tax at the higher or additional rate, you can claim the difference between the rate you pay and basic rate on your donation through your Self-Assessment tax return.

**I am bank staff, can I join in?**

Not quite yet but Microhive is working on this!

**How can I find out more about Microhive?**

Microhive is being run in hundreds of companies across the UK and to date has raised £8m for over eight hundred charities.

[www.microhive.org.uk](http://www.microhive.org.uk)