

## NOTIFICATION TO HMRC

### Sample Letter regarding notification of Giveall2Charity contract with an Employer

[Date]

**HMRC**  
**Charities Help Desk**  
**Room 305, St John's House**  
**Merton Road, Liverpool, L75 1BB**

Dear Sir

#### **Contract with Employer – [INSERT NAME OF EMPLOYER]**

Giveall2Charity concluded / terminated a Payroll Giving Contract on **[INSERT DATE]** with **[INSERT NAME OF EMPLOYER]**.

The contract with **[INSERT NAME OF EMPLOYER]** was terminated due to the: (Tick as applicable)

- Not applicable
- Employer ceasing to trade
- Employer no longer participating in Payroll Giving
- Employer committing a breach of the Regulations and Giveall2Charity served notice of termination
- The Employer changing to another Payroll Giving Agency

Yours faithfully