

## SENDING PAYROLL GIVING MONIES

- Send the total amount of money in a **single BACS transaction** (not a separate transaction for each employee) to:

**BANK:** Barclays Bank PLC  
**SORT CODE:** 20-84-61  
**ACCOUNT NO:** 23948129  
**ACCOUNT NAME:** GA2C PAR PRM

- Prefix your BACS transmission reference with your 18-digit **CLIENT REFERENCE** (e.g. EM160100000012345)

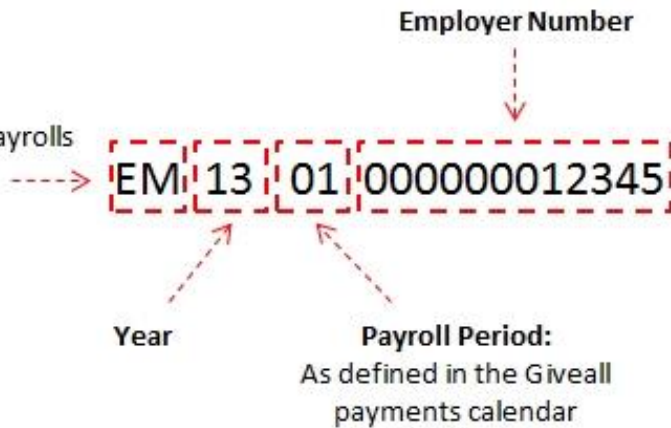
Your **CLIENT REFERENCE** is unique to every BACS transaction. This reference number is in the following format:

Prefixed by **Payroll Type** (2 digits), followed by **Year** (2 digits) and **Payroll Period** as defined in your 'Payroll Calendars' tab calendar (2 digits) and ending in your **Employer Number** e.g.

□

**Payroll Type:**

- EQ i.e. for Quarterly Payrolls
- EM i.e. for Monthly Payrolls
- E4 i.e. for Four Weekly Monthly Payrolls
- EF i.e. for Fortnightly Payrolls
- EW i.e. for Weekly Payrolls



If you have any questions, please contact us by email at [payrollgiving@giveall.org](mailto:payrollgiving@giveall.org)