



## Corporate Options Account

A **Corporate Options Account** is provided and administered by Charitable Giving into which you as an employer can maintain funds associated with your charitable giving. And, you can have as many accounts as you feel you require.

A Corporate Options Account offers two significant benefits – **convenience** and **control**. Funds associated with a specific charitable goal can be easily identified, ring-fenced, and managed. What's more, Charitable Giving's administration and excellent service removes the burden of you having to process funds and keep track of what's going on. On-line management via our website means that you can get an up-to-date statement of account at any time as well as being able to send your disbursement instructions by eVoucher.

### What can a Corporate Options Account be used for?

Our clients use Corporate Options Accounts for a variety of purposes, for example:

- Depositing funds to cover their contribution to annual administration fees for Payroll Giving, Every Penny Helps, or other charitable giving
- Collecting employees' Payroll Giving deductions on behalf of "Charity of the Year" or some other special appeal
- Depositing funds to cover the "matching" of employees' Payroll Giving deductions or other fundraising activities
- Collecting other funds raised out of post-tax income and that may qualify for Gift Aid

### How does a Corporate Options Account operate?

- Deposits can be made by cheque, BACS, bank transfer, or counter credit at any bank and accompanied by a remittance advice
- Instructions to make disbursements to charity are made by eVoucher
- The validity of charitable disbursements will be made by Charitable Giving
- Where appropriate, an analysis of credits and debits, e.g., by region, branch, or office, may be provided by Charitable Giving
- Other disbursements may be initiated by Charitable Giving depending on the purpose of the account, e.g., for paying administration charges or "matching"
- For accounts used for purposes other than the Every Penny Helps scheme\*, an administration charge of £3.50 is made for each disbursement; no charge is made for deposits
- A Corporate Options Account does not accrue interest
- Separate on-line management is provided for each account

### What is necessary to set up a Corporate Options Account?

- Download a [Corporate Options Account Application](#) from [www.charitablegiving.co.uk](http://www.charitablegiving.co.uk) and, after completion, send it to Charitable Giving
- Credit the account with your initial deposit

If you have any questions, please contact us on 01822 611180 or via [mail@charitablegiving.co.uk](mailto:mail@charitablegiving.co.uk)





# Corporate Options Account: Application

Please provide the following details:

## COMPANY

Company Name:			
Company Address:			
		Post Code:	

## NAME

The account is to be known in the name of:

The main purpose of the account is for:  
(please tick as appropriate)

- Funds for covering administration fees
- Funds for matching employees' donations
- Collecting employees' Payroll Giving deductions
- Collecting funds raised by employees out of post-tax income
- Other (please specify):

## TRANSACTIONS

We agree to make deposits, i.e., by counter credit, cheque, or electronic transfer (e.g., BACS) to the following bank account, accompanied by an appropriate remittance advice:

**Lloyds TSB, Sort Code: 30-98-46, Account No: 01107326, Account Name: Charitable Giving – Collect**

We authorise Charitable Giving to make regular disbursements of funds as agreed or as per our specific instructions via eVoucher for the stated administration charge per transaction prevailing at the time

## MANAGERS

The account will be managed by either or both of the following persons:

1. Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>
Tel:	<input type="text"/>	eMail:	<input type="text"/>	Password:	<input type="text"/>
2. Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>
Tel:	<input type="text"/>	eMail:	<input type="text"/>	Password:	<input type="text"/>

The provision of email addresses and passwords will ensure registration for on-line access so that the Corporate Options Account can be managed via [www.charitablegiving.co.uk](http://www.charitablegiving.co.uk). Each password must be at least 8 characters long (alphabetic only) and contain at least one number

**Signed on behalf of Charitable Giving**

Signature:	<input type="text"/>
Position:	<input type="text"/>
Date:	<input type="text"/>

**Signed by, or on behalf of, the Company**

Signature:	<input type="text"/>
Print Name and Position:	<input type="text"/>
Date:	<input type="text"/>

On completion, please return to:

**Charitable Giving, Union Mine Road, Pitts Cleave, Tavistock, Devon PL19 0PW**

