

Donation Choice Form

the
easy way
to give





WHAT IS PAYROLL GIVING?

Payroll Giving is a tax efficient way of giving to charity for anyone receiving pay or a pension subject to PAYE

WHAT ARE THE BENEFITS?

It is beneficial to you as an employee since the donation is deducted from gross pay before the calculation of tax

It is beneficial to the charity as it will receive the tax that would have been sent to the Chancellor of the Exchequer had you made the donation in any other way

HOW CAN I GIVE?

Each pay period, your Payroll Giving deduction can either:

- Go directly via us to your charity by naming it on the attached Donation Choice Form, or
- Be held in an Individual Voucher Account with us until you decide to which charity you wish to donate by selecting it on the attached Donation Choice Form

WHAT DOES A VOUCHER ACCOUNT OFFER?

It is particularly useful to respond to emergency disaster appeals or to make one-off donations as and when is appropriate for you

You can make donations either by sending us your instructions on-line via our web site or by completing a voucher from the Voucher Book provided

WHO CAN I GIVE TO?

You can donate to any charity, church or religious organisation, or charitable organisation, such as village halls, Parent Teacher Associations, hospital radios, etc

WHAT IS REQUIRED OF MY EMPLOYER?

For you to be able to donate through Payroll Giving, your employer must have signed a Payroll Giving Contract with ourselves as a Payroll Giving agency

HOW DO I START DONATING?

After completing the attached Donation Choice Form, either give it to the person responsible for your pay or send it directly to us by post

... answers to some frequently asked questions:

What is the minimum donation I can give?

- The minimum donation is £1 per month to any one charity

Can I give to more than one charity?

- You can give to as many charities as you like provided the donation to each charity is at least £1

When will my donation reach my chosen charity?

- If your donation is deducted from your pay in Month 1, it will be received by us in Month 2 and normally distributed to your charity on the first working day of Month 3

Will all my donation go to my chosen charity?

- If your employer is paying our administration charge to cover the cost of distribution, your donation will be passed in full to your charity; if not, a small administration charge of up to 4% (but no more than £10 per month) will be deducted meaning your charity will receive 96% of your donation

Can I change my donations?

- The amount you have deducted from your pay, you give to a specific charity, or the charities to which you donate can be changed at any time by completing a Donation Choice Form (also available from our web site)

Will the charity be told of my identity?

- The charity will only be told of your identity if you ask us to do so when you complete the Donation Choice Form

Does my employer need to know to whom I am giving?

- No. Your Donation Choice Form can be sent directly to us and then your employer will only be advised of the total amount to deduct from your gross pay

How can I check if my employer operates a Payroll Giving Scheme?

- Either check with the person responsible for your payroll or contact us

... any further questions? please contact us

on 01822 611 180 or mail@charitablegiving.co.uk

DONATION CHOICE FORM



Please complete both Parts A and B:

- To make donations to any recognised charity, church, or charitable organisation under the Payroll Giving Scheme, or
- To open or make contributions to an Individual Voucher Account

Payroll Giving contributions may be divided between any number of charities provided a minimum of £0.25 per week or £1.00 per month is donated to each; if you wish to specify more than three charities, please complete an additional form.

The minimum contribution to an Individual Voucher Account is £10 per month

PART A

Please complete/tick the appropriate boxes and sign and date the declaration below:

I wish to give weekly / monthly to:

<input type="checkbox"/> Charity	Name:	Address (if small or local charity):	Amount: £
<input type="checkbox"/> Charity	Name:	Address (if small or local charity):	Amount: £
<input type="checkbox"/> Charity	Name:	Address (if small or local charity):	Amount: £
<input type="checkbox"/> Individual Voucher Account			Amount: £
Total Payroll Giving Deduction			£

Title: Initials: Surname:

Company/Employer's Name: Payroll/Staff No:

Home Address: Post Code:

Telephone: Email Address:

If you wish to donate anonymously, please tick box

I certify that my Payroll Giving donations are not being made under Deed of Covenant or Gift Aid

Signed: Date:

PART B

Please complete all the boxes and sign and date the declaration below:

Title: Initials: Surname:

Company/Employer's Name: Payroll/Staff No:

Company/Employer's Address: Post Code:

I wish to start/amend/stop* my weekly/monthly* contributions of £ _____ (*delete as necessary)

Signed: Date:

On completion, please return this form to: South West Charitable Giving, Union Mine Road, Pitts Cleave, Tavistock, Devon PL19 0PW



Union Mine Road
Pitts Cleave
Tavistock
Devon PL19 0PW

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