



Individual Options Account: Terms & Conditions

These Terms & Conditions are effective from 1 September 2010 for both existing and new account holders on and from that date **excepting that any changes in respect of administration charges will only become effective for existing account holders at 31 August 2010 from 1 September 2011.** These Terms & Conditions do not represent any changes for existing account holders other than as indicated and merely formalise existing practice.

1 GENERAL

- 1.1 Funds credited to an Individual Options Account are given to Charitable Giving in their entirety for the specific purpose of being donated to a charitable organisation and not for the purchase of goods or services and, as such, are non-refundable
- 1.2 No interest will accrue to funds held in an Individual Options Account.
- 1.3 Individual Options Accounts are not restricted to subscribers of an employer's Payroll Giving scheme
- 1.4 Charitable Giving shall be entitled to revise these Terms & Conditions on giving three months' notice to account holders.

2 FUNDING

- 2.1 To open an Individual Options Account, contributions are required equating to at least £10 per month in any twelve month period between 1 May and 30 April
- 2.2 Regular contributions may be made from pre-tax income via subscription to an employer's Payroll Giving scheme, for which there will be no administration charge other than that which may have been charged under the Payroll Giving scheme.
- 2.3 Regular contributions may also be made from post-tax income by transferring funds by a bank standing order for which an administration charge of £0.23 will be made for each account credit.
- 2.4 In addition to the provisions of Paragraphs 2.2 and 2.3, additional ad hoc contributions may be made either through one-off Payroll Giving deductions (for which there will be no administration charge) or via deposits by cheque or Internet banking (for which the administration charge will be £0.23 per account credit) and credit card (for which the administration charge will be 4% per account credit)
- 2.5 Amendments to both regular and one-off funding through Payroll Giving should be made on a Donation Choice Form available from www.charitablegiving.co.uk > Downloads > Forms ; amendments to regular funding through a bank standing order require the account holder to advise their originating bank accordingly: Charitable Giving can also be advised of such changes through the facilities available to registered On-line Users

3 GIFTAID

- 3.1 Charitable Giving will, on behalf of account holders who state that they have paid an amount of UK income and/or Capital Gains tax at least equal to that which could be reclaimed under the Gift Aid scheme, recover such tax at the rate prevailing at the time.
- 3.2 Charitable Giving accepts no responsibility for the eligibility of any donor to reclaim tax under the Gift Aid scheme.
- 3.3 Charitable Giving reserves the right to recover from account holders sums of money which they are required to repay to HMRC for any reason including the account holder's ineligibility to reclaim tax under the Gift Aid scheme.
- 3.4 Reclaimed Gift Aid will be credited to accounts when received from HMRC
- 3.5 An administration charge of 4% (capped at a maximum of £10) of the amount credited an account will be charged for reclaiming Gift Aid



4 DONATIONS

- 4.1 Funds held on behalf of donors will be distributed by Charitable Giving, in whole or in part, to charities as and when they receive appropriate instructions from donors.
- 4.2 When instructions from a donor are no longer forthcoming or possible, Charitable Giving shall use its absolute discretion to determine to which charities any retained funds should be distributed
- 4.3 Donations will normally be distributed within 10 working days of the receipt of instructions.
- 4.4 Our preference is to distribute funds by BACS to your charity's bank account; if you are able to provide us with these details at the time of your instruction, this would be most helpful
- 4.5 Instructions shall normally take the form of either posted, electronically transmitted vouchers, or by email; unfortunately, instructions by telephone cannot be accepted.
- 4.6 Although in the main web-based account management is anticipated, a book of twenty-five vouchers will be provided initially to each account holder free of charge; additional books are available on request for a nominal fee of £2.50 each plus postage and packing
- 4.7 Regular instructions, e.g. monthly, quarterly, annually, may be made by setting up a "standing order" for which there is an administration charge of £2.00 per order
- 4.8 Although you can send or give the voucher to a charity or their representative, it is more administratively and cost effective to send it directly to Charitable Giving; we will provide the charity with any details you wish to be communicated to them
- 4.9 Account holders may donate anonymously, i.e. your details are not passed on to the charity, in which case it is preferable that vouchers are sent directly to Charitable Giving and **details must be provided on the voucher to enable donor identification**
- 4.10 No administration charge is made for processing donations
- 4.11 Charitable Giving reserves the right to refuse to make donations to organisations it deems ineligible for any reason; in such cases, donors will be informed and further instructions sought
- 4.12 Donors accept that Charitable Giving will not accept any responsibility for the validity of any organisation to which instructions have been received to make donations

5 ADMINISTRATION CHARGES

- 5.1 Charitable Giving will make deductions from an account by way of administration charges specified herein for administering the account.
- 5.2 When incurred, administration charges will be debited to accounts as and when they arise

6 ACCOUNT MANAGEMENT

- 6.1 All account holders are encouraged to use the web-based account management facilities at www.charitablegiving.co.uk for which there is no administration charge
- 6.2 Account holders not registered as on-line users will receive an Annual Statement for the period ending 30 April for an administrative charge of £2.00 and £2.50 for emailed and posted statements, respectively
- 6.3 Enquiries are welcomed and may be made at any time to Charitable Giving and by telephone during normal office hours