



Donation Choice Form

Please provide the following details if you wish to contribute under the Payroll Giving scheme to any recognised charity, church, charitable organisation, or Individual Options Account. **The minimum payroll deduction is £1.00 per week or £5.00 per month and £10.00 per month to an Individual Options Account.** Please specify only one type of deduction, either **WEEKLY/MONTHLY** or **ONE-OFF** on a form, i.e., use a separate form for each type of deduction. On completion, please return this form to **Charitable Giving, Union Mine Road, Pitts Cleave, Tavistock, Devon PL19 0PW**

Charity and Donation Details

For **WEEKLY/MONTHLY** deductions, please tick **START** for a new contribution, **STOP** for a contribution to be stopped, or **AMEND** if an existing contribution is to be increased or decreased. If you are **amending** a contribution, enter the **new** amount; if you are **replacing** one contribution with another, please list the destination and amount of both and indicate **STOP** for the one and **START** for the other, as appropriate. For a **ONE-OFF** deduction, please specify the amount(s) only

I wish to give my deductions: **WEEKLY** **MONTHLY** **ONE-OFF** (please tick one option only)

Charity 1: **START** **AMEND** **STOP** Amount: £

Name:	Address (if small/local charity, or church):
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Charity 2: **START** **AMEND** **STOP** Amount: £

Name:	Address (if small/local charity, or church):
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Charity 3: **START** **AMEND** **STOP** Amount: £

Name:	Address (if small/local charity, or church):
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Individual Options Account **START** **AMEND** **STOP** Amount: £

PLEASE NOTE: If you are already contributing under the Payroll Giving scheme, no other changes will be made other than those shown above

Personal Details

Title: Initials: Surname:

Payroll/Staff No:

Home Address: Post Code:

Telephone: Email Address:

Employer Details

Company/Employer's Name:

Company/Employer's Address: Post Code:

Please tick either (a) or (b) as appropriate:

- (a) I DO NOT wish the above Personal and Employer details to be passed to any of the above named charities
- (b) I have no objection to the above Personal and Employer details being passed to any of the above named charities but I DO NOT wish them to be subsequently passed on to other third parties
- (c) I understand that my payroll deduction will be dealt with in accordance with the Payroll Giving contract between my employer and Charitable Giving and that no portion of my tax effective payroll giving can be used to make a Gift Aid payment

Signed: Date:

OFFICE USE ONLY - TOTAL PAYROLL GIVING DEDUCTION IS NOW:

Charitable Giving is an HMRC-Approved Payroll Giving Agency. Details of only the Total Payroll Giving Deduction may be transmitted to an employer's payroll office and will take effect on the first pay day after receipt. Backdating is not permitted. Details provided on this form are protected by the Data Protection Act.





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PAYROLL GIVING

Over the last 20 years, our reliance on charities has grown substantially, so that many charities are now complementary to institutional agencies if not essential to everyday life. Raising more than £115 million in 2008-2009, Payroll Giving can be the lifeblood of charities

The simplicity of Payroll Giving maximises the amount charities receive and experience shows that it is the most sustainable form of charitable giving, many donors having been loyal for over 20 years

BENEFITS

For you as an employee, Payroll Giving offers several benefits:

- It is a tax efficient way of giving to charity because any tax liability is calculated after your Payroll Giving contribution has been deducted from gross pay meaning that the tax that would have been sent to the HMRC is received by your nominated charities
- Once set-up, there is nothing more to do other than change your charities or the amount of your Payroll Giving deduction
- If your employer pays the administration charge and/or matches the Payroll Giving deductions, your nominated charities benefit from your participation by receiving enhanced donations

FEATURES

Once you have decided to participate in Payroll Giving, you need to:

- decide how much you wish to have deducted each payday
- decide to which charities you wish to allocate your donations – this choice can remain confidential to you

COSTS

To administer the scheme, Charitable Giving charge a small fee that, unless paid by the employer, is deducted from your Payroll Giving deduction before distribution to charity; the agreed administration charge is either a percentage of the deduction or a fixed amount per employee per payday; in the latter case, the maximum is 25 pence

SIGNING-UP

To sign-up, all you need to do is to complete this **Donation Choice Form**. The minimum requirements for Payroll Giving deductions are £1 per week or £5 per month

Donation Choice Forms may also be obtained from your Payroll Department, your Payroll Giving Scheme Administrator, from ourselves either directly (tel: 01822 611 180), or via our website at www.charitablegiving.co.uk.

You can register as an on-line user to both sign-up and manage your Payroll Giving via our website

ADMINISTRATION

Having signed-up, you may wish in the future to change:

- your overall Payroll Giving deduction (provided it is at least the minimum required)
- the amount you allocate to specific charities, or
- your nominated charities

This requires the changes to be specified on a Donation Choice Form that can be obtained as detailed in **SIGNING-UP** above

OPTIONS

In most cases, especially upon joining the scheme, your Payroll Giving deductions will most likely be donated directly to charities.

However, **provided it is at least £10 per month**, you can save all or part of your Payroll Giving deduction in a personal account, called an **Individual Options Account**, so that you can make charitable donations as and when you wish, for example, when you identify a worthy cause while on holiday or for a special disaster appeal

For more details on an **Individual Options Account**, please see our website at www.charitablegiving.co.uk

If you have any questions, please contact us on 01822 611180 or via mail@charitablegiving.co.uk

Thank you for your help.

