CharitableGiving
we make giving easy

Every Penny Helps: Group Gift Aid Declaration

We, the undersigned, hereby instruct our employer _____ (the **"Agent"**), to deduct the pence from our net pay and to pay it to Charitable Giving (the **"Agency"**) who in their capacity as a charity will act on our behalf to recover through Gift Aid the Income Tax paid on such present and future donations and to credit it, with our donations, to a designated Corporate Options Account for the **Every Penny Helps** scheme held by the **Agency** on behalf of the **Agent** and to distribute the funds held therein periodically to charities nominated and as instructed by the **Agent**, confirm that, during each tax year (6th April to 5th April), will have paid an amount of Income Tax and/or Capital Gains Tax at least equal to the tax the **Agency**, all charities, and Community Amateur Sports Clubs will reclaim on my donations for that tax year, and understand that this instruction may be cancelled at any time by informing the **Agent's** payroll office.

Initials*	Last Name*	House Name/Number*	Post Code*	Signature*	Date*

PLEASE NOTE:
All fields marked as required by an "*" must be completed and with the appropriate information, e g, **Initials** with initials, **Post Code** with post code. Failure to do so will render an individual's Declaration invalid and Gift Aid will not be claimed.

On completion, please return to: **Charitable Giving, Union Mine Road, Pitts Cleave, Tavistock, PL19 0NS**

A Group Gift Aid Declaration may be submitted either with or separately from the Every Penny Helps Contract and Corporate Options Account Application depending on when subscribers are enrolled in the scheme. Subsequent additional subscribers to the Scheme should be advised to Charitable Giving by the completion of either a Group Gift Aid Declaration or separate Individual Gift Aid Declarations, forms which are available from the Downloads, Forms section on our website at www.charitablegiving.co.uk

Every Penny Helps is a scheme administered by Charitable Giving to enable subscribing employees to donate the pence from their net pay via Gift Aid to charities nominated by their employer. Details provided on this form are protected by the Data Protection Act.