



Individual Options Account: Information Sheet

What can an Individual Options Account be used for?

You can use your Individual Options Account to save your money until you decide you'd like to donate. Funds can be used to make one-off donations or regular donations to your favourite charities. Options Online is a facility that is available for Individual Options Account holders. Options Online allows users to view their account balance, create eVouchers and manage their standing orders online.

How does an Individual Options Account work?

Funding and making **deposits**:

Contributions equating to at least £10 per month in any twelve-month period must be established. This funding can be from:

- Pre-tax income, tax-efficiently through the Payroll Giving scheme; or
- Post-tax income, which may be eligible for a Gift Aid enhancement. Please contact us for more information on setting up funding this way.
- Once regular funding has been set up, ad hoc deposits can also be made by both pre-tax and post-tax income.

Making **donations**:

- Donations can be made to any eligible UK registered charity or charitable organisation.
- Funds will be distributed electronically by BACS to your chosen charity's bank account within 10 working days, assuming available funds and information.

When you decide to donate, you can log in to your Options Online account and either:

- Create an eVoucher, to send a one-off donation to your chosen charity; or
- Set up "standing orders", to send regular funds to your favourite charities

What are the Terms & Conditions of an Individual Options Account?

Full **Terms & Conditions** are available on the website, here are the main features:

- Contributions are required equating to at least £10 per month in any twelve-month period
- A book of twenty vouchers is available free of charge to each new account holder on request. Subsequent books will incur a charge of £5 to cover the cost of printing, postage and packaging.
- No interest will accrue on funds held in an Individual Options Account.
- Reclaimed Gift Aid will be credited to accounts when received from HMRC.
- Regular instructions, e.g. monthly, quarterly or annually, may be made by setting up a "standing order". A one-off set-up charge of £5 per standing order will be debited to your account. *

*Please note – Some employers (especially if transferring to us from another provider) will cover this charge on behalf of their employees.

Contact Us: options@charitablegiving.co.uk

