



## Donation Choice Form

Please complete the following to give under the Payroll Giving scheme to any UK Registered Charity, Charitable Organisation, or Individual Options Account.

**DECLARATION: By completing this form you confirm your understanding that no further tax (Gift Aid) is recoverable on this gift and understand that only gifts to organisations with charitable status within the UK can be accepted. No gift can be made as a membership subscription or to pay for goods and services supplied.**

<b>Employer Details</b> (Mandatory Section; by proceeding you agree to the information in this section being shared with your chosen charities)	
Company/Employer's Name:	<input type="text"/>
Company/Employer's Address:	<input type="text"/>

<b>Personal Details</b> (Mandatory; this data is required to process your donation but will <b>not</b> be shared with your chosen charities unless you authorise us to do so below)						
Title:	<input type="text"/>	Forename:	<input type="text"/>	Surname:	<input type="text"/>	
Payroll/Staff No:	<input type="text"/>					
Home Address:	<input type="text"/>				Postcode:	<input type="text"/>
<p>The charities to which you donate may wish to contact you about their campaigns. To allow us to pass on your data in this section to your nominated charities please tick here. <input type="checkbox"/></p>						

<b>Additional Details</b> (This information is useful to ensure any processing queries are quickly addressed but will <b>not</b> be shared with your chosen charities)			
Email Address:	<input type="text"/>	Tel No:	<input type="text"/>

<b>Donation Details</b>			
Please specify only one type of deduction, either <b>MONTHLY</b> , <b>WEEKLY</b> or <b>ONE-OFF</b> . For <b>Monthly/Weekly</b> deductions, please tick <b>START</b> for a new deduction, <b>STOP</b> for an existing deduction to be stopped, or <b>AMEND</b> if an existing deduction is to be increased or decreased. If you are <b>amending</b> a deduction, enter the <b>new</b> amount; if you are <b>replacing</b> one contribution with another, please list the destination and amount of both and indicate <b>STOP</b> for one and <b>START</b> for the other. For a <b>ONE-OFF</b> deduction, please specify the amount(s) only. The minimum deduction is <b>£1.00 per week</b> or <b>£5.00 per month</b> , and <b>£10.00 per month</b> to an <b>Individual Options Account</b> . Should it be impossible to pass on a donation (e.g. if the charity ceases to exist, or cannot be identified/adequately verified) Charitable Giving shall, at its sole discretion, identify an alternative charity (with similar charitable objectives to that originally nominated) to be the recipient of the donation.			
I wish to give my deductions: <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> ONE-OFF			
<b>Charity 1</b>	<input type="checkbox"/> START	<input type="checkbox"/> AMEND	<input type="checkbox"/> STOP Amount: <input type="text"/>
Name:	Address (if small/local charity, or church):		Charity Registration Number:
<b>Charity 2</b>	<input type="checkbox"/> START	<input type="checkbox"/> AMEND	<input type="checkbox"/> STOP Amount: <input type="text"/>
Name:	Address (if small/local charity, or church):		Charity Registration Number:
<b>Charity 3</b>	<input type="checkbox"/> START	<input type="checkbox"/> AMEND	<input type="checkbox"/> STOP Amount: <input type="text"/>
Name:	Address (if small/local charity, or church):		Charity Registration Number:
<b>Individual Options Account</b>	<input type="checkbox"/> START	<input type="checkbox"/> AMEND	<input type="checkbox"/> STOP Amount: <input type="text"/>
<p><b>PLEASE NOTE: If you are already contributing under the Payroll Giving scheme, no other changes will be made other than those shown above.</b> Your information will be handled in accordance with our Privacy Policy which can be found at <a href="http://www.charitablegiving.co.uk/privacy.htm">www.charitablegiving.co.uk/privacy.htm</a></p>			

Signed:	<input type="text"/>	Date:	<input type="text"/>
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On completion, please return this form to: **Charitable Giving, Union Mine Road, Pitts Cleave, Tavistock, Devon PL19 0NS**  
or e-mail it to: [mail@charitablegiving.co.uk](mailto:mail@charitablegiving.co.uk)

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.