

MODEL PAYROLL GIVING DONATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

SURNAME: TITLE: MRS/MR/MISS/MS (Delete as appropriate)

FORENAMES:

HOME ADDRESS:

..... POST CODE:

TELEPHONE NO: HOME WORK:

N.I.NUMBER (if known): EMPLOYEE/STAFF NO:

EMPLOYER'S NAME: LOCATION (Town)

JOB TITLE: DEPARTMENT:

AGE (please tick box): 16-25 26-35 36-45 46-55 56 +

WE NEED TO KNOW THE FOLLOWING:

Name & address (if known) of the Charity(ies) you wish to support. <i>(You could put the name of your charity here if you wish)</i>	<i>How much do you wish to give?</i>
	£ : p
	£ : p
	£ : p
TOTAL	£ : p

PER MONTH/WEEK OR OTHER (specify): Are you an existing payroll giver YES/NO

SIGNED: **DATE:**

What is Payroll Giving? It's a simple and tax-effective way to support any charity of your choice. You decide how much you want to give each week or month, by completing this form, you ask your payroll department to deduct your donation from your pay at source.

How does my donation reach my charity? Your payroll department sends your total donation to an HMRC approved Payroll Giving Agency which forwards your gift on to your chosen charity(ies) every month.

The data supplied on this form will be used to enable your donations to reach your chosen charity/charities. In order that your instructions can be acted on, your details will be passed to Her Majesty's Revenue & Customs registered Agency, with whom your employer has contracted, who will forward your donations to your chosen charity/charities. Your chosen charity/charities may send you a thank you letter acknowledging your donation.

If you do not wish to receive acknowledgement from your charity and only wish to be contacted in the event of a specific query needed to resolve the processing of your data for the purposes of these instructions, please tick here.

Your name and address will not be passed to any other organisation by the (name of your charity).