



## Donation Choice Form

Please complete the following to give under the Payroll Giving scheme to charities recognised by HMRC.

**Employer Details** (Required Section; by proceeding you agree to your Employer Details being shared with your chosen charities)

Company/Employer Name:

Company/Employer Address:

**Personal Details** (Required Section; these details will not be shared with your chosen charities unless requested below)  
Your information will be handled in accordance with our Privacy Policy which can be found at [www.charitablegiving.co.uk/Privacy-Policy](http://www.charitablegiving.co.uk/Privacy-Policy).

Title:  First Name:  Surname:  Payroll Number:

Email:  Your email address is required only so that we may contact you, if necessary, to verify any of the information submitted.

**Contact Details** (Optional Section; details will be shared with your chosen charities if specified in the Donation Choices section below)

Post:  Postal Address

Email:  Email Address

Telephone:  Phone/Mobile Number SMS:  Mobile Number

**Donation Choices**

The minimum total deduction is **£1.00 per week** or **£5.00 per month**. Your chosen charities may wish to contact you from time to time. If you check any of the communication boxes below i.e. 'Post', 'Email', 'Tel' or 'SMS' then the information you provide, along with your first and last name, will be shared with the corresponding charity. Each chosen charity will have its own privacy policy and Charitable Giving is not responsible for how your chosen charities use the information you provide. The contact preference instructions you submit will supersede any previous preferences you have provided.

**If you wish to donate anonymously, please leave all communication boxes for that charity blank and your personal details/contact details will not be shared.**

Details of only the total Payroll Giving donation may be transmitted to an Employer's payroll office and will usually take effect from the next month's pay. Should it be impossible to pass on a donation (e.g., if the charity is ineligible, ceases to exist, or cannot be identified/adequately verified) and we are unable to get in touch with you for an alternative charity choice, 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.

Please note you can donate to as many charities as you wish, as long as the charity is UK registered (or HMRC exempt) and recognised as a charity by HMRC for tax purposes. If you wish to donate to more than three charities, please complete additional forms as required.

Charity Choices	Amount (£)	Contact Preferences				
		Post	Email	Tel	SMS	Name only
START <input type="checkbox"/> STOP <input type="checkbox"/> AMEND <input type="checkbox"/> ONE-OFF <input type="checkbox"/> Name: <input type="text"/> Charity Registration Number: <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
START <input type="checkbox"/> STOP <input type="checkbox"/> AMEND <input type="checkbox"/> ONE-OFF <input type="checkbox"/> Name: <input type="text"/> Charity Registration Number: <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
START <input type="checkbox"/> STOP <input type="checkbox"/> AMEND <input type="checkbox"/> ONE-OFF <input type="checkbox"/> Name: <input type="text"/> Charity Registration Number: <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total deduction amount for this instruction: £

**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 recognised by HMRC can be accepted. No gift can be made as a membership subscription or to pay for goods and services supplied.

Signed:  Date:

On completion, please return this form by email: [mail@charitablegiving.co.uk](mailto:mail@charitablegiving.co.uk) or post: Charitable Giving, Union Mine Road, Pitts Cleave, Tavistock, PL19 0NS.

