



## Every Penny Helps: Employee Sign-up Form

### Donation Details

- START** Please instruct my Employer to deduct the pence from my net pay. I understand that these deductions will be credited to a designated Every Penny Helps Account, held by Charitable Giving on behalf of my Employer. Every Penny Helps funds accrued in the Every Penny Helps Account will be distributed to charity(ies) by Charitable Giving upon instruction from my Employer.
- STOP** Please instruct my Employer to stop deducting the pence from my net pay.

### Employer Details (Mandatory Section)

Company/Employer's Name:

Company/Employer's Address:

### Your Details (Mandatory Section)

These details will not be shared with charities. 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:

Staff/Payroll no:

Signed:

Date:

If you wish for Charitable Giving to reclaim the Gift Aid on your behalf, please complete the section below.

### Gift Aid Declaration (Optional Section)

Boost your donations by 25% with the Gift Aid enhancement.

Gift Aid is reclaimed by Charitable Giving from the tax you pay for the current tax year. Your house name/number and postcode are needed to identify you as a current taxpayer.

Home

Address:

Postcode:

### In order to claim Gift Aid on your donation you must tick the box below:

- I want to Gift Aid any donations I make in the future or have made in the past 4 years to Charitable Giving.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

### Please notify Charitable Giving if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

Upon completion, please return to your HR or Payroll department.

