

# Give As You Earn donor instruction form

Please refer to our guidance notes and data protection information overleaf and read carefully before completing this form. Within my contact details sections marked \* are essential; sections marked \*\* are essential if opening a CAF Charity Account.

**Your donations are extremely valuable to the charities you support – to ensure we are able to process your details quickly and accurately, please complete this form clearly using blue or black ink giving as much information as possible – thank you for your time.**

## My contact details Please complete using **BLOCK CAPITALS**

Mr/Mrs/Miss/Ms/Other \_\_\_\_\_ First name\* \_\_\_\_\_ Last name\* \_\_\_\_\_  
Home address\* \_\_\_\_\_  
Postcode\* \_\_\_\_\_ Contact telephone \_\_\_\_\_  
Email address \_\_\_\_\_ Employer's name\* \_\_\_\_\_  
Workplace address \_\_\_\_\_ Postcode \_\_\_\_\_  
Date of birth\*\* \_\_\_\_\_ NI number\* \_\_\_\_\_ Employee number\* \_\_\_\_\_

## My donation type Please tick the box adjacent to the instruction you wish to make

### Regular giving

- A **first time** Give As You Earn instruction  
 A permanent **addition** to my existing instructions  
 A permanent **replacement** of my existing instructions

### One-off giving – a **one-off** donation for one pay period only

- To be **included** with my existing instructions  
 **Replace** my existing instruction for the next pay period only

I am paid (please indicate payment frequency/period)  Monthly  4-weekly  Weekly

## My donation instructions Please provide a Charity Commission number and any sponsorship number if known

**I wish to give tax free from my pay to** Please continue on a second sheet for more charity choices

**1st charity name** \_\_\_\_\_ Anonymous from charity?  Yes  No  
Address \_\_\_\_\_ One-off donation?  Yes  No  
Postcode \_\_\_\_\_ Donation amount  
Commission number \_\_\_\_\_ Sponsorship number \_\_\_\_\_  £7.50  £15  £25 Other £

**2nd charity name** \_\_\_\_\_ Anonymous from charity?  Yes  No  
Address \_\_\_\_\_ One-off donation?  Yes  No  
Postcode \_\_\_\_\_ Donation amount  
Commission number \_\_\_\_\_ Sponsorship number \_\_\_\_\_  £7.50  £15  £25 Other £

## CAF Charity Account A minimum monthly donation of £10 is required

**I wish to open a CAF Charity Account with a donation amount of** (minimum £10) £

I would like a 'charity chequebook'  Yes  No and/or **CharityCard**  Yes  No

I would like the words 'an anonymous donor' printed on my 'charity cheques' rather than my name  Yes  No

**I already have a CAF Charity Account** and would like to amend my total donations to £

My account number is

## Declaration and data protection Please send this completed form to your Payroll Department

Charities Aid Foundation (CAF) will use your details to provide the Give As You Earn service to you and inform you of any additional products or benefits CAF believes will be of interest to you. If you would prefer not to be contacted please tick the relevant boxes.

I do **not** wish to receive details of:  other product services  forthcoming events from the CAF group

By signing below, I am confirming that I have read and agree to the declaration and data protection statement overleaf.

Please deduct a **regular giving amount** of £ \_\_\_\_\_ per pay period and/or (delete as appropriate)

Please deduct a **one-off amount** of £ \_\_\_\_\_ from my gross pay for the next pay period only.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Guidance notes and data protection information

## General notes

Anyone can join **Give As You Earn** if their pay or pension is taxed through **PAYE** and their employer offers the scheme.

Your employer should be able to provide your **National Insurance** number and **Employee Number** if you do not have it or cannot remember it.

There is no limit to how much you can give through **Give As You Earn**.

You may receive acknowledgement or other information from the charity/ies you have chosen to support unless you tick the 'anonymous from charity' 'yes' box adjacent to your choice of charity.

Please visit our website at [www.cafonline.org/giveasyouearn](http://www.cafonline.org/giveasyouearn) or telephone **01732 520 019** for further information.

## Administration fees – regular giving

**Give As You Earn** deducts a fee of 4% (minimum 25p, maximum £10) per deduction to cover costs. Some employers pay this charge on behalf of their employees.

## Administration fees – CAF Charity Account

Charities Aid Foundation charge an administration fee of 4% up to £16,500, and 1% from £16,501 to £90,000. This is indexed annually. Some employers pay this fee on behalf of their employees.

## Who can I give to?

You can give to any registered charity in the UK or any organisation recognised by HM Revenue & Customs as charitable.

However please note that under current law donations cannot be made through Payroll Giving/Give As You Earn to Community Amateur Sports Clubs (CASCs).

When completing your donation instruction, it would be very helpful to us if you can include a charity identification such as a **Charity Commission** number or Scottish charity number. The following website may help you with this [www.cafonline.org/charitysearch](http://www.cafonline.org/charitysearch)

Some charities will need a **Sponsorship Number** to identify a specific area or campaign, please include this if you know it.

If you wish to give to a **sub branch** or specific **region** of the charity, please state this otherwise CAF will direct your donation to the charity's head office.

## Donation types

With a **regular giving** donation you choose the charity(ies) you wish to support via tax free donations and this is deducted from your gross pay each pay day.

By choosing a **permanent addition**, your new instruction will be added to your existing records.

If requesting a **permanent replacement**, your existing records will be deleted and replaced with the information on this form.

With a **one-off** donation you can support charities via a tax-free donation deducted from your gross pay for **one** pay day only either in addition to your **regular giving** or as a single payment only.

By choosing to **include** your one-off donation with your existing instructions, your current **regular giving** will remain in place.

If requesting a **replacement** of your existing instructions for this period only, your current **regular giving** will be resumed on your next pay period.

## CAF Charity Account

For ultimate flexibility you can open your own **CAF Charity Account** with a minimum monthly donation amount of £10.

You can opt to receive a **CharityCard** and/or '**charity chequebook**' and can set up regular standing orders from your **CAF Charity Account** to support the causes you care about.

You can manage your **CAF Charity Account** giving online at [www.cafonline.org/charityaccount](http://www.cafonline.org/charityaccount).

Your charities receive the full amount gifted to them from your account and are not subject to any deductions.

## Data protection

By completing telephone and email details you are giving CAF your permission to contact you using these methods about this product or service if necessary.

CAF will use your details to provide the Give As You Earn service to you and inform you of any additional products or benefits that CAF believes will be of interest to you. If you would prefer not to be contacted please tick the relevant boxes on page one of this form.

CAF and the companies in which it has a majority stake (the group) will not share your information with any outside organisation except as part of providing a product/service or when legally obliged to do so.

Alternatively, please write to: The Data Protection Officer, CAF, Kings Hill, West Malling, Kent ME19 4TA giving your Data Protection details and instructions.

## Declaration

By signing this form you are confirming your understanding that no further tax is recoverable on this gift and understand that only gifts to organisations with charitable status within the UK can be accepted and that no gift can be made as a membership subscription or to pay for goods or services supplied.

Charities Aid Foundation, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA

T: 01732 520 000 F: 01732 520 001

W: [www.cafonline.org](http://www.cafonline.org) E: [enquiries@cafonline.org](mailto:enquiries@cafonline.org)