



Payroll Giving Donation Form

To donate to any UK charity directly from your salary, complete this form and pass to your HR / Payroll Department. For every £1 donated the actual cost to you is just 78p (or 60p if you are a higher rate tax payer!). The tax office pay the rest!

Please complete in BLOCK CAPITALS

Your Personal Details:

Title: First Name Surname:

Home Address:

Postcode

Tel No: NI No:

Your Employment Details:

Employers Name:

Employers Address:

Postcode:

Employee no: (this should be on your pay slip)

Job title: Department:

Details of your Donation:

You can donate to any UK charity, church or charitable organisation through Payroll Giving. If donating to 10together, TEN local charities SHARE your single donation.

Name of Charity	Charity Number (or address if small local charity)	Amount (Min £1 per Month)
10together	Bossard House, West Street, Leighton Buzzard, Beds. LU7 1DA	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Total deduction:		£ <input type="text"/>

How often are you paid? (please tick) Weekly Monthly

I confirm that my payroll giving donation to charity is not being made under Gift Aid or Deed of Covenant. I authorise the above amount to be deducted from my pay until further notice. I understand that the deduction will continue until cancelled by me in writing and that the cancellation will become operational from the next reasonable pay run.

The charities you support would like to be able to keep you aware of how your donation is being used, for example by sending you a newsletter. Under the Data Protection Act, your details will not be passed onto any other organisation. Please tick this box if you do not wish to receive this information

Signature: Date:

Some Frequently Asked Questions...

What do I do next?

After you have completed the form, give this to your Payroll or HR department. They will arrange for the deductions to be made as indicated on your form.

Please note that the minimum donation that can be made is £1 a month. You can give to more than one charity with this form. We hope that you will choose to support 10together but you can use this form to donate to any charity you like in the UK.

How does the donation reach my charity?

Your Payroll Department sends your donation along with instructions of which charities you are donating to, to an Inland Revenue registered Payroll Giving Agency that your employer has a contract with (they check the details and legitimacy of the charity and forward the money on to them). Initially it can take up to two months before the charity receives your donation after which it will be paid monthly.

Will my personal details be protected

Your personal details will be retained by your employers chosen Payroll Giving Agency and passed to the charities to whom you donate (unless you tick the box overleaf).

Is there an Administration charge?

There are a number of Payroll Giving Agencies (PGA's) registered with HM Revenue & Customs to manage donations in this way. For most, there is a small administration fee taken to process your donation. These are usually between 0-4% of the donation made. Some employers pay this charge on behalf of their employees. You should ask your employer to clarify the charge their chosen Payroll Giving Agency makes and if they will cover this cost for you. For more information on the charges PGA's make, please visit www.hmrc.gov.uk/payrollgiving/employers

What if I want to change or stop my donation

If you wish to change the amount deducted or stop your donations, please contact your Payroll Department who will arrange this with their Payroll Giving Agency. Most employers only allow you to do this every 6 months.