

# donor joining form

contract no:

Source code: WEB

Please tick if this form is a:

First time request     Addition to existing instructions     Replacement for existing instructions\*

\* If replacement, existing record will be deleted and replaced with the information on this form.

Mr/Mrs/Ms/other \_\_\_\_\_ Surname \_\_\_\_\_ Initials \_\_\_\_\_  
Home address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Employers name \_\_\_\_\_ Employee number \_\_\_\_\_  
Please feel free to contact me on  
Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Workplace address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
National Insurance number \_\_\_\_\_  
(We are unable to process your application without this. Your employer should be able to provide you with this information if you do not have it)

Please complete either section A or section B including the declaration.

## A - CharityCard Account

I wish to open a CharityCard Account  Existing Account number. (if known)  
Please deduct £ \_\_\_\_\_ (min £10 per month) from my pay each pay day

## B - Direct Donation

Charity names (and address if known)	Donation		Official Use		
	£	p	Give As You Earn Number	Inputter Date	Checker
1					
2					
3					
4					
Total					

Tick if you do NOT want your name given to the above charities  Paid weekly  Paid monthly  Please tick as appropriate

**Note:** If you wish to keep your choice confidential from your employer, simply tick this box and send this form direct to Give As You Earn, CAF, Kings Hill, West Malling, Kent ME19 4TA.

## Declaration (this must be completed and signed)

Please deduct a total of £ \_\_\_\_\_ from my gross pay each payday as a gift to charity. I confirm my understanding is that no further tax is recoverable on this gift. I 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Give As You Earn deducts 4%, with a minimum fee of 25p per deduction to cover its costs.  
Some employers pay this charge on behalf of their employees.  
Registered Charity Number 268369.



[www.giveasyouearn.org](http://www.giveasyouearn.org) 01732 520 019