

CAF GIVE AS YOU EARN[®]

Donor Instruction Form

Guidance notes

If you have any questions when completing this form, please contact a member of CAF Customer Services on 03000 123 000

Anyone can join CAF Give As You Earn as long as your pay or pension is taxed through PAYE and your employer or pension company offers the scheme.

Ways to give:

- Directly to your nominated charity(ies)
- Into a CAF Charity Account, giving you a pot of money to use for charitable purposes www.cafonline.org/charityaccount
- Into a CAF Staff Charity Fund which allows you and your colleagues to pool your donations and make a more substantial donation to the charity of your choice at a later date. Ask your employer if they have a CAF Staff Charity Fund or request information on setting up a fund from CAF Customer Services on 03000 123 000

There is no limit to the amount you can give, the number of charities you can give to or the number of different ways you choose to give.

National Insurance or Employee Number

We require a unique ID to match the funds provided by your employer with your instructions. Your employer should be able to provide these if necessary.

Direct donations – who can I give to?

You can give to any charitable organisation that is permitted by the law on payroll giving. We have a database of more than 160,000. www.cafonline.org/charitysearch

Or you can nominate another charitable organisation and we will let you know if you are unable to use payroll giving to support that organisation.

Please note: Under current law donations cannot be made to Community Amateur Sports Clubs.

To help us process this form, use BLOCK CAPITALS and blue or black ink.

Please tick one or more boxes below to indicate how you are using this form:

- to sign up for CAF Give As You Earn to replace my existing donation instructions
 to add to my existing donation instructions

Contact details

If you are signing up to CAF Give As You Earn, please complete all fields in this section.

For existing donors please complete fields marked with an * and then complete all relevant fields.

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
*Full forename(s)						
*Surname						
Home address						
	Postcode					
Email address						
Telephone number						
Employers Name						
*National Insurance number						
or Employee number						
Please indicate the frequency by which you are paid						
<input type="checkbox"/> Weekly	<input type="checkbox"/> 4-weekly	<input type="checkbox"/> Monthly				

Donation instruction

Direct Donations - regular and one-off

Please continue on a separate sheet if you would like to add or amend multiple charities.

I would like to (please tick one)

- Add new donation instructions Amend existing donation instructions

Charity Name						
Charity address						
	Postcode					
Charity Commission number						
Sponsorship number (if applicable)						
Donation amount	£					
Donation type						
<input type="checkbox"/> Regular donation	<input type="checkbox"/> One-off donation from pay period					

Please tick if you would like to make your donation(s) anonymous

Your personal contact information and donation details will be sent to the organisation you are donating to if you do not tick this box. It may be stored and used by them to get in touch with you.

Charity details

Please provide as much detail as possible including Charity Commission or Scottish charity numbers where possible, to help us identify the correct beneficiary for your donation.

If you would like to support a regional branch of a charity please specify this in the charity name. If you do not specify a branch or region your donation will go to the charity's head office.

Some charities require a Sponsorship Number to identify a specific area or campaign, please include this, if applicable.

Donation types

A regular donation will be deducted from your gross pay each pay day until you inform us to remove the donation.

For one-off donations please specify the pay period you would like this donation to come from.

Ticking 'anonymous donation' will prevent you receiving acknowledgement from that charity.

CAF Charity Account

Manage your account online and make donations anytime by registering at www.cafonline.org/register

Use a CAF Voucher Book to make donations with CAF vouchers. These can be posted to charities, put in collection boxes and used to sponsor people.

Under current HMRC regulations once a deduction from your salary is sent to CAF, it cannot be returned to you or your employer.

Administration fees Direct donations CAF deducts 4% (minimum 25p, maximum £10) per deduction to cover costs.

CAF Charity Account

From 1 May 2018 until 30 April 2019, CAF charges 4% for amounts up to £21,500, 1% for amounts from £21,500.01 to £117,500 and 0% on amounts over £117,500.

Some employers pay these fees on behalf of their employees.

Change of details?

You don't need to use this form to update your contact details. You can simply tell us about changes to your name, home address or email address by calling CAF Customer Services on 03000 123000 or emailing giveasyouearn@cafonline.org

I would like to (please tick one)

Add new donation instructions Amend existing donation instructions

Charity Name

Charity address

Postcode

Charity Commission number

Sponsorship number (if applicable)

Donation amount £

Donation type

Regular donation One-off donation from pay period

Please tick if you would like to make your donation(s) anonymous

CAF Charity Account donations

I would like to (please tick one)

Set up a new CAF Charity Account Amend my donation amount

Make a one-off donation from pay period

If you already have a CAF Charity Account please provide your account number:

If you are setting up a new CAF Charity Account please provide your Date of Birth (DDMMYYYY):

Donation amount (minimum £10 a month)

If amending your donation please put new total donation amount

£

Please tick if you would like to receive a CAF Voucher Book

Please tick if you would like the words "anonymous donor" printed on your Voucher Book rather than your name

Your personal contact information and donation details will be sent to the organisation you are donating to if you do not tick this box. It may be stored and used by them to get in touch with you.

Certification

By signing this form you are confirming your understanding that:

- no further tax is recoverable on your gifts;
- only gifts to organisations with charitable status within the UK can be accepted;
- no gift can be made as a membership subscription or to pay for goods or services;
- no gift can be made to an organisation that returns a personal benefit in any way to you or someone connected to you, and
- If we have any queries relating to your donation we will try to resolve them with you directly but if we are unable to do so we will approach your employer, our customer in order to resolve the matter.

Signature

Date dd/mm/yyyy

As well as contacting you about this product or service, we would like to send you information about other related products and services from the CAF Group that we believe will be of interest to you.

I **DO NOT** want to receive this information by (tick all that apply):

Email Phone Post

Please note: if you tick a box, we will not be able to tell you about these products and services in this way.

For information about how CAF handles your information, see our Privacy Notice, which you can find at www.cafonline.org/privacy

CAF and the companies in which it has a majority stake, or their subsidiaries (defined here as the CAF 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.

Please send a copy of this form to the department responsible for administering CAF Give As You Earn within your company.

Charities Aid Foundation

25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA

T: 03000 123 000 E: difprocessing@cafonline.org W: www.cafonline.org

Registered charity number 268369

CAF
Charities Aid Foundation