

## PERSONAL DETAILS (Please use block capitals)

\* mandatory field

Employee ID/Payroll No\*

Employer name\*

Mr  Mrs  Miss  Ms

Other (please specify)

Surname\*

First name\*

Home address\*

Postcode\*

Email\*

Phone\*

Signed\*

Date\*

## PAYROLL GIVING (See guidance overleaf)

Please include the address and/or charity number of your chosen charity/ies. You can nominate more than one charity.

Charity No.

Name

Address

Donation

£

Charity No.

Name

Address

Donation

£

(If you have further charity nominations please continue on a separate sheet and attach to this form)

Total amount to be deducted from my pay

Per week  Per month  £

(Please tick relevant box)

If you wish to remain anonymous to your selected charity(ies) please tick this box

## MY GIVING ACCOUNT (OPTIONAL)

I wish to open a My Giving Account which allows me to donate to the charities of my choice at any time

Monthly deduction

£

Minimum £10 donation per month

Once your My Giving Account has been set up Charities Trust will send you a welcome pack, personal account number and details of how to manage your account online.

## OFFICE USE ONLY

Payroll Code

Charities Trust Ref No

C T

PG Donor No

**Charities Trust<sup>®</sup>**  
connecting through giving™

Once this form is completed please return to your Payroll Department.

Charities Trust will use your information for administration and analysis and will only send you correspondence relating to Payroll Giving and other fundraising initiatives.

Unless you have chosen to remain anonymous, your chosen charity/ies may contact you to say thank you and keep you informed of their work.