

## Payroll Giving Request Form

Please complete your details below:

I would like to donate to East Anglia's Children's Hospices through my pay (Charity Number: 1069284)

I would prefer to donate to the following charity  
Charity name: \_\_\_\_\_

I would like the following amount to be deducted from my pay:-  £5  £10  £20  £30

Other amount: £ \_\_\_\_\_

I am paid  weekly  monthly

If this is an amendment to an existing Payroll Giving donation, please tick here

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

**PLEASE COMPLETE BELOW IN BLOCK CAPITALS:**

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

If you are happy to receive communication by e-mail, please insert your e-mail address here:  
\_\_\_\_\_

Employer name: \_\_\_\_\_

Employer address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Employee/payroll no: \_\_\_\_\_ (from your payslip)

National insurance no: \_\_\_\_\_

### DECLARATION

Please deduct the above amount from my gross pay each pay day as a donation to the nominated charity/charities stated above (and/or attached). I confirm my understanding that no further tax is recoverable on this gift and that no gift can be made as a membership subscription or to pay for any goods or services supplied.

Signed \_\_\_\_\_ Date \_\_\_\_\_

If you would prefer to remain anonymous to your selected charity/charities, please tick here

Please return this form to: EACH Fundraising,  
42 High Street, Milton, Cambridgeshire CB24 6DF

**Thank you for your support!**



**If you have any questions about Payroll Giving, please contact EACH:**

EACH Fundraising Norfolk and Suffolk:  
01953 715559

EACH Fundraising Cambridgeshire and North Essex:  
01223 205180

E-mail [funding@each.org.uk](mailto:funding@each.org.uk)

**Fundraising offices:**

EACH, Quidenham, Norwich NR16 2PH

EACH, 42 High Street, Milton, Cambridgeshire CB24 6DF

[www.each.org.uk](http://www.each.org.uk)

Registered Charity Number 1069284  
East Anglia's Children's Hospices, April 2008

# Payroll Giving

Get a bonus from the tax man this year



**each**

East Anglia's Children's Hospices



**East Anglia's Children's Hospices (EACH)** has three children's hospice care services based at Milton in Cambridge, Ipswich and Quidenham in Norfolk. EACH's three multi-disciplinary care teams help local life-limited and life-threatened children and their families with the emotional and physical challenges they face, helping them to make the most of life.

They welcome the whole family for a break together or time to themselves in a home-from-home environment or in the comfort of their own home.

They offer a diverse range of services including: care at end of life, respite care, specialist play, music therapy, telephone support, practical help, advice and information and bereavement support for all family members, including siblings and grandparents.

**EACH relies on public support for the majority of its required income.**



### Why should I donate through the payroll?

Payroll Giving is a very simple, tax effective way of donating to the charity of your choice. The scheme allows you to donate on a regular basis direct from your pay. Donations are taken directly from your salary before tax is deducted and therefore your donation costs you less!

Your donations are passed on directly to your nominated charity on a monthly basis, so you can be sure that your support goes straight to where it's needed. Since EACH relies hugely on voluntary support, knowing that your donation will arrive regularly every month means a lot to us.

### Your donation makes a real difference Over the course of a year....

**£5 a month** would fund a week's worth of meals for a child or family member at one of the hospices

**£10 a month** would fund a full session of Family Support, providing bereavement counselling to families

**£30 a month** would fund ten hours of Respite Care either in the family home or in one of the hospices

### And it costs you less through the payroll!

Your pledge	Cost to you at basic rate of tax*	Cost to you at higher rate of tax**
£5	£4	£3
£10	£8	£6
£30	£24	£18

\*Basic rate currently 20% (from 1<sup>st</sup> April 2008) \*\*Higher rate currently 40%

### Frequently Asked Questions

**Do I have to donate a minimum amount?** Usually the minimum donation is £1 per month, however, there are no upper limits. Even a small monthly donation can add up to a significant amount over the course of a year.

**Can I donate to any charity?** Yes, you can donate to any charitable organisation. Simply state your preferred charity on the attached form. It is also possible to donate to more than one charity if you would like to.

**What happens if I change my mind?** You can change your mind at any time. If you would like to stop your donations, change the amount, or donate to a different charity, simply contact your payroll department.

**Will I receive regular updates from the charity?** Most charities will acknowledge your donation, and you may also be sent a regular newsletter by post. However you can choose to remain anonymous to the charity if you wish.

**What if my company doesn't run a Payroll Giving scheme?** Payroll Giving is very simple to set up – speak directly to your payroll department, or call EACH who can speak to your employer on your behalf.

**What happens to my Payroll Giving deduction if I leave my job?** If you leave your current employer, your Payroll Giving donation will automatically stop. It is up to you to contact your payroll department at your next employer to start giving through the scheme again.

**Are there any administration costs?** The payroll giving agency which administers the scheme on behalf of your employer will charge a small administration fee, on average 3-4% of your donation. Your employer may well cover these fees so that your entire donation goes straight to the charity.

**How do I sign up?** Simply fill in the form on the reverse and return to EACH - we'll do the rest.

