

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 so you have a pot of money to use for charitable purposes at a later date
www.cafonline.org/charityaccount
- Directly from your CAF Charity Account 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

Section 1

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				

Section 2

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)	
<input type="checkbox"/> Add new donation instructions	<input type="checkbox"/> 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 <input type="checkbox"/>	

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 or further information from that charity.

Under current HMRC regulations once a deduction from your salary is sent to CAF, it can not 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 2013 until 30 April 2014, CAF charges 4% for amounts up to £19,000 and 1% from £19,000.01 to £104,500.

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 (DDMMYY):

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 Voucherbook CAF CharityCard

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

Section 3 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

Signature _____ Date dd/mm/yyyy _____

Charities Aid Foundation (CAF) will use your details to provide the CAF Give As You Earn® service to you and inform you of any additional products or benefits CAF believes will be of interest to you. If you would prefer not to be contacted please tick the relevant boxes.

I do not wish the CAF Group to contact me with details of:

other product or services forthcoming events

Next steps

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

CAF Charities Aid Foundation