

PAYROLL GIVING FORM



PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Last name: Title: Mr Mrs Miss Ms (Please circle)

First name: Middle name:

Home address:

..... Postcode:

Contact telephone: Employee/staff no:

Date of birth: N.I. number (if known):

Company name: Location (Town/Plant):

Job title: Department:

Personal email address: Work email address:

(If you are happy to be contacted via your personal email, please provide your details)

We need to know:

The name and location of the charity (ies) you want to support	How much you want to give
1	£
2	£
3	£
TOTAL	£ P

Are you paid per **month/week/other?** (Please specify)

Signed: Dated:

Data Protection: BEN is an Agency approved by the HMRC (Inland Revenue) to administer Payroll Giving as well as being a Charity, and the data supplied on this form will be used to enable your donations to reach your chosen charity/ies. If you have donated to BEN the Charity, we value your support and promise to respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act (1998). We would like to keep you informed about how you are helping us with our vital work and to tell you of other ways you may be able to assist us. If you do not want to receive this information please tick this box. Please note, if you opt out, we will be unable to send you communications such as our newsletters.

Why support through Payroll Giving?

It's an easy, tax-efficient way to support the charity(ies) that you care about. You decide how much you want to give each week or month, then via this form, you ask your payroll department to deduct this from your pay. All Payroll Giving donations are taken from your salary before tax is deducted and are therefore tax free, so it actually costs you less to give.

How do I set it up?

All you have to do is complete this form and preferably hand it to a BEN representative or forward it to your payroll department.

How does my donation reach my charity?

Your payroll department deducts your donation from your pay and sends it to BEN, which as well as being a registered charity, also operates as an Inland Revenue approved Payroll Giving Agency. BEN then distributes your donation according to your wishes, for no charge.

You give	At basic rate tax of 20%, the actual cost to you is only	At higher rate tax of 40%, the actual cost to you is only
Weekly		
£1.00	£0.80	£0.60
£2.00	£1.60	£1.20
£3.00	£2.40	£1.80
£4.00	£3.20	£2.40
Monthly		
£2.00	£1.60	£1.20
£4.00	£3.20	£2.40
£5.00	£4.00	£3.00
£6.00	£4.80	£3.60
£7.00	£5.60	£4.20
£8.00	£6.40	£4.80
£9.00	£7.20	£5.40
£10.00	£8.00	£6.00
£11.00	£8.80	£6.60
£15.00	£12.00	£9.00
£20.00	£16.00	£12.00