

# PAYROLL GIVING

Please complete this form in BLOCK CAPITALS

This form is a (please tick as appropriate):

First time request  Additional request  Replacement request\*

\*If a replacement, the existing record will be deleted and replaced with the information on this form.

**Your details:**

Title \_\_\_\_\_ First name (in full) \_\_\_\_\_ Surname \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_

From time to time, we'd like to send you updates about our work. If you would prefer **NOT** to receive this information by post, please tick this box

**Telephone no:**

Home (inc area code) \_\_\_\_\_ Mobile \_\_\_\_\_

If you are happy to receive SMS from The Lifeboat Fund, please tick this box

Email \_\_\_\_\_

If you are happy to receive emails from The Lifeboat Fund, please tick this box

Employer's name \_\_\_\_\_

Workplace address \_\_\_\_\_

Postcode \_\_\_\_\_

National Insurance no.\*\* \_\_\_\_\_ Employee number\*\* \_\_\_\_\_

\*\*Normally found on your payslip.

DOB (DD/MM/YY) \_\_\_\_\_ Please select your tax band: 20%  40%  50%

We never give your information to other organisations for marketing purposes. Your details will be used by The Lifeboat Fund. In order that your instructions can be acted on, your details will be passed to Her Majesty's Revenue & Customs registered Agency, with whom your employer has contracted, who will forward your donation to your chosen charity.

**Your pledge:**

You donate	£6.00	£10.00	£25.00
Cost to you as a 20% tax payer	£4.80	£8.00	£20.00
Cost to you as a 40% tax payer	£3.60	£6.00	£15.00
Cost to you as a 50% tax payer	£3.00	£5.00	£12.50

I wish to donate tax free from my pay (please tick):

£6  £10  £25 or £ \_\_\_\_\_

Frequency:  Per month  Per week  4 weekly  Annual

to The Lifeboat Fund.

**Declaration and signature:**

Please deduct a total of £ \_\_\_\_\_<sup>†</sup> from my gross pay as a gift to charity. I confirm my understanding is that no further tax is recoverable on this gift. I understand that only gifts to organisations with charitable status within the UK can be accepted and that no gift can be made as a membership subscription or to pay for goods or services supplied. <sup>†</sup>This must match the amount detailed in the 'Your pledge' section.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send this completed form to: Angela Saunders, Hon Secretary, The Lifeboat Fund, Scottish Government, E1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD

THANK YOU