

GUIDANCE NOTES ARE ON THE BACK OF THIS FORM

Please tick if this is a:

- First Time Request Addition to existing instructions Replacement for existing instructions*

* Please note that if this is a replacement, existing record will be deleted and replaced with information on this form.

Mr/Mrs/Ms/OtherSurnameInitials

Home Address

.....Postcode

Please feel free to contact me at Avante work base

Daytime Tel No..... Email

National Insurance Number Employee number.....

(Your form can not be processed without the above numbers. Please ask payroll dept if unsure)

Please complete EITHER section A and the declaration OR section B and the declaration.

A. DIRECT DONATION (no minimum or maximum donation)		
Charity name(s) and address(es) if known (If you wish to support the Avante Charitable Fund please tick below)	Donation £ p	
		Official Use Give As You Earn Number
1. <input type="checkbox"/> Avante Charitable Fund		
2.		
3.		
4.		
Total		
<input type="checkbox"/> I am paid four-weekly <input type="checkbox"/> I am paid monthly (please tick as appropriate)		
<input type="checkbox"/> Tick if you do NOT want your name to be given to the charities you support		
Note: If you want your choices to remain confidential from your employer, tick box and return this from direct to Give As You Earn, Charities Aid Foundation, Kings Hill, Kent ME19 4TA <input type="checkbox"/>		
B. Charity Account (minimum donation of £10 per month)		
I wish to open a Charity Account. Please deduct £.....(min. £10 per month) from my pay each pay day. <input type="checkbox"/> I would prefer to have the words "an anonymous donor" on my "charity cheques" rather than my name.		
Declaration (this must be completed and signed)		
Please deduct a total of £..... from my gross pay each pay day 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.		
Signature	Date	

Payroll Giving: Guidance Notes

What is payroll giving?

Payroll giving is a simple, tax effective way to give to charity from your pay.

How does it work?

1. Your employer signs up with a payroll giving agency. AVANTE has signed up with the Charities Aid Foundation (CAF).
2. If you want to join, you sign a form authorising the AVANTE payroll department to deduct regular donations from your pay.
3. AVANTE then sends all donations to CAF, the payroll giving agency, which then distributes the money to the charity or charities you choose, usually on the 19th of the month.

What are the benefits of charitable giving?

For donors:

- It is simple
- The deductions are taken from your pay before you pay tax. For example, if you choose to give £5 per month and pay tax at the basic rate, you will see £5 leave your pay packet but, because of tax relief, the actual cost to you will only be £3.90. The amount received by the charity will be £5.00. The increase in value is even higher for those paying higher tax .
- Privacy - You can be an anonymous donor by ticking the box on the joining form. Your choices are also private and you can send your form back directly to CAF if you want to.
- You can support any organisation with charitable status and this includes churches, parent/teacher groups etc as well as registered charities. If you are not sure whether the cause you want to support is eligible, put as much detail on the form as possible and CAF will check this for you.
- There are different ways of joining. You can nominate charities to benefit each month from your donations or, if you donate £10 or more each month, you can have a personal Charity Account with CAF and pay donations with your own "charity cheque book".

For Charities and good causes which receive the donations:

The main benefit for the charities you support is that they receive a regular flow of donations which they can rely upon. This allows them to plan ahead more easily.

Can I Support AVANTE as my chosen Charity?

Yes. You can support any organisation with charitable status. AVANTE is both a registered charity and the employer running the scheme. If you support AVANTE, the donation will go into the AVANTE Charitable Fund and this option is pre printed on the joining form.

Who can join the scheme?

Any AVANTE employee whose pay is taxed can join the scheme.

How do I know that my chosen Charity has received my donation?

The charities you support will want to thank you for your donation but if you want to remain anonymous you can still check that your donation has been received by ringing the Charities Aid Foundation on 01732 520324 and giving your donor ID.

Will my employer know which charities I wish to support?

Only members of the AVANTE payroll department will see the information on your joining form and for them the information is confidential. You can send your instruction form, containing your nominations, directly to the Charities Aid Foundation if you want to. An alternative is to sign up for a personal Charity Account by choosing Option B on the joining form. If you have a Charity Account, payments are deducted in the same way, but you are sent a "charity cheque book" and you can pay out donations from it at any time you want. (Please note, a minimum donation of £10 per month is needed for this option).

Can I change the charities that I wish to support?

Yes, at any time. Simply ask for a new joining form from the payroll department, fill it in being sure to include your donor ID and fax it to the Charities Aid Foundation on 01732 520144. But remember – charities benefit most for being able to count on regular donations. Try not to change your choice of charity too often.

How Much Should I give?

This is a very personal decision. There are no limits on how little or how much you can give unless you want a Charity Account when you need to give at least £10 a month.

Can I change the amount I give?

Yes, although to keep administration costs down you are limited to a maximum number of two changes a year.

Can I Stop giving?

Yes you can leave the scheme at any time by informing the AVANTE payroll department. You can also join the scheme at any time.