

## Payroll Giving Sign Up Form



- Use this form to: 1) Select the charity(ies) you want to support via Payroll Giving or 2) Open a My Giving Account or 3) Add to or amend your existing instructions
- Completing this form involves sharing your details with Charities Trust. We work with your company to process Payroll Giving donations under HMRC guidelines
- We will only ever contact you if we have any queries relating to your instructions
- Your details will only be shared with your chosen charity(ies) based on your preference choices in Section 4
- For more information on how Charities Trust uses and protects your data please see our privacy policy: <http://www.charitiestrust.org.uk/privacy-statement/>

### Section 1: Please choose one of the following

- Sign up for Payroll Giving managed through a My Giving Account  Amend my existing instructions

### Section 2: Total to be Deducted

Use the illustration below to help you decide

| Total amount to be deducted from your pay   | £                 | <input type="checkbox"/> Per week | <input type="checkbox"/> Per month | <input type="checkbox"/> One off donation |                          |
|---|-------------------|-----------------------------------|------------------------------------|---|--------------------------|
|   | <b>You pledge</b> | <b>20% tax payer you pay</b>      | <b>40% tax payer you pay</b>       | <b>45% tax payer you pay</b>              | <b>Charity receives*</b> |
|   | £5.00             | £4.00                             | £3.00                              | £2.75                                     | £5.00                    |
|   | £10.00            | £8.00                             | £6.00                              | £5.50                                     | £10.00                   |
|   | £50.00            | £40.00                            | £30.00                             | £27.50                                    | £50.00                   |
| *This is dependent on the employer covering the cost of the 25p administration fee. If your employer doesn't cover your fee the 25p cost of processing comes off the value of your donation before it is passed to charity. |                   |                                   |                                    |   |                          |

### Section 3: Personal Details

\*Mandatory fields: We need this information to enable your donation to reach your chosen charity(ies)

#### Your details

|   |                             |                              |                             |                                |
|---|-----------------------------|------------------------------|-----------------------------|--------------------------------|
| Title*  | <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Ms | <input type="checkbox"/> Other |
| First Name*   |                             |                              | Last Name*                  |                                |
| Home Address*   |                             |                              | Post Code*                  |                                |
| Phone* Use a mobile number if you want to be contacted via text |                             |                              | Email*                      |                                |

## Your employer details

Employer Name\*

Employee ID /  
Payroll Number\*

Page 1 of 2

## Section 4: Payroll Giving

**i** If you want to open a My Giving Account skip this section and move straight on to section 5. If you would like to support more than two charities please use an additional sheet and attach it to this form

### Charity one

|                     |  |   |                 |
|---------------------|--|---|-----------------|
| Charity Name        | <b>Orthopaedic Institute Ltd</b>   | Registered Charity No                         | <b>1044906</b>  |
| Address             | <b>Arthritis Research Centre, RJAH<br/>Hospital, Oswestry</b>  | Post Code                                     | <b>SY10 7AG</b> |
| Amount              | £  | Supporter / Sponsorship No<br>(if applicable) |                 |
| Contact Preferences | <b>i</b> The charity is only permitted to contact you if you give them specific consent. They might send you updates about news, events and fundraising activities. To opt in to receive information like this, please indicate your contact preferences by ticking the relevant boxes. No boxes ticked means that no contact information is passed to the charity.<br><input type="checkbox"/> Phone <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Text |   |                 |

### Charity two

|                     |  |   |  |
|---------------------|--|---|--|
| Charity Name        |  | Registered Charity No                         |  |
| Address             |  | Post Code                                     |  |
| Amount              | £  | Supporter / Sponsorship No<br>(if applicable) |  |
| Contact Preferences | <b>i</b> The charity is only permitted to contact you if you give them specific consent. They might send you updates about news, events and fundraising activities. To opt in to receive information like this, please indicate your contact preferences by ticking the relevant boxes. No boxes ticked means that no contact information is passed to the charity.<br><input type="checkbox"/> Phone <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Text |   |  |

## Section 5: My Giving Account

- i**  Only complete this section if you want to manage your Payroll Giving via a My Giving Account
- A My Giving Account is a charity account where you can hold and donate funds whenever you choose
  - Your Account will be set up when your first donation has been processed. You will receive an activation email with a unique 'GP' number so you can manage your account online
  - You can manage your contact preferences for donations from within your My Giving Account

Choose one     Open a My Giving Account     Amend existing amount

New / amended  
monthly deduction  
(min £10 per month)

£

GP Number  
(existing Account holders)

## Section 6: Confirmation



Signing this form confirms you are aware that:

- No Gift Aid is recoverable on this donation
- Donations can only be made to organisations with charitable status within the UK
- Donations cannot be used for memberships or to pay for goods or services
- No donation can be made to an organisation that returns a personal benefit to you or someone connected to you

Signed

Date

Please return your completed form to your payroll department or payroll giving scheme administrator

### Thank you

Once your payroll department has deducted your donations they will then send the funds over to Charities Trust so that we can process and pay out to your charity(ies)

[info@charitiestrust.org](mailto:info@charitiestrust.org) | 0151 286 5129 | [www.charitiestrust.org.uk](http://www.charitiestrust.org.uk)

Charities Trust | Suite 20-22, Century Building, Tower Street, Liverpool L3 Charity Reg 327489 | Company Reg 142757

Page 2 of 2

**The form must be signed personally, not digitally**

**Please return the completed form to the following address;**

• **For RJAH employees;**

Payroll Manager                      Tel: 01743 492346  
RJAH Payroll Services  
2 Douglas Court  
Anchorage Avenue  
SHREWSBURY  
SY2 6LG

• **For Keele University employees;**

Human Resources  
Payroll Manager                      Tel: 01782 734406  
Keele University  
Staffordshire  
ST5 5BG

**For all other employees, please complete the form and hand it to your employer. If they are not already signed up to the scheme, they can do so quite easily by contacting;**

• **Charities Trust**

Suite 20-22                              Tel: 0151 286 5129  
Century Building  
Brunswick Business Park  
Tower Street  
Liverpool  
L3 4BJ

For any queries please contact:

Debra Alexander 01691 404561 | [enquiries@orthopaedic-institute.org](mailto:enquiries@orthopaedic-institute.org) | [Debra.Alexander1@nhs.net](mailto:Debra.Alexander1@nhs.net)



**Orthopaedic  
Institute**