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](http://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](http://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.

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.

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Please indicate the frequency by which you are paid
- Weekly
- 4-weekly
- 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)
- 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.
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 (DDMMYYYY):

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.