

Give As You Earn[®] donor instruction form



Please refer to our guidance notes and data protection information overleaf and read carefully before completing this form. Within "my contact details" sections marked * are essential.

Your donations are extremely valuable to the Queen Elizabeth Hospital Birmingham Charity – to ensure we are able to process your details quickly and accurately, please complete this form clearly using blue or black ink giving as much information as possible – thank you for your time.

My contact details Please complete using BLOCK CAPITALS

Mr/Mrs/Miss/Ms/Other _____ First name* _____ Last name* _____
Home address* _____
Postcode* _____ Contact telephone _____
Email address _____ Employer's name* _____
Workplace address _____ Postcode _____
Date of birth* _____ NI number _____ Employee number _____

My donation type Please tick the box adjacent to the instruction you wish to make

Regular giving

- A **first time** Give As You Earn[®] instruction
- A permanent **addition** to my existing instructions
- A permanent **replacement** of my existing instructions

One-off giving – a one-off donation for one pay period only

- To be **included** with my existing instructions
- Replace** my existing instruction for the next pay period only

I would like to give (please indicate payment frequency/period) Monthly 4-weekly Weekly

My donation instructions

I wish to give tax free from my pay to

Queen Elizabeth Hospital Birmingham Charity
5th Floor Nuffield House
Queen Elizabeth Hospital
B15 2TH

One-off donation? Yes No

Donation amount

£10 £25 £50 Other £

Commission number 1093989 Fund name or number (if applicable) _____

Declaration and data protection Please send this completed form to Queen Elizabeth Hospital Birmingham Charity, 5th Floor Nuffield House

Queen Elizabeth Hospital Birmingham Charity will use your details to provide the Give As You Earn[®] service to you and inform you of any additional products or benefits Queen Elizabeth Hospital Birmingham Charity believes will be of interest to you. If you would prefer not to be contacted please tick the relevant boxes.

I do **not** wish to receive details of: other product services forthcoming events from the charity

By signing below, I am confirming that I have read and agree to the declaration and data protection statement overleaf. Please deduct a **regular giving amount** of £ _____ per pay period and/or (delete as appropriate) Please deduct a **one-off amount** of £ _____ from my gross pay for the next pay period only.

Signature _____ Date ____/____/____

Guidance notes and data protection information

General notes

Anyone can join **Give As You Earn**[®] if their pay or pension is taxed through **PAYE** and their employer offers the scheme.

Your employer should be able to provide your **National Insurance** number and **Employee Number** if you do not have it or cannot remember it.

There is no limit to how much you can give through **Give As You Earn**[®].

Administration fees – regular giving

Give As You Earn[®] deducts a fee of 4% (minimum 25p, maximum £10) per deduction to cover costs. Some employers pay this charge on behalf of their employees.

Donation types

With a **regular giving** donation your tax free donations is deducted from your gross pay each pay day.

By choosing a **permanent addition**, your new instruction will be added to your existing records.

If requesting a **permanent replacement**, your existing records will be deleted and replaced with the information on this form.

With a **one-off** donation you can support Queen Elizabeth Hospital Birmingham Charity via a tax-free donation deducted from your gross pay for **one** pay day only either in addition to your **regular giving** or as a single payment only.

By choosing to **include** your one-off donation with your existing instructions, your current **regular giving** will remain in place.

If requesting a **replacement** of your existing instructions for this period only, your current **regular giving** will be resumed on your next pay period.

Data protection

By completing telephone and email details you are giving Queen Elizabeth Hospital Birmingham your permission to contact you using these methods about this product or service if necessary.

Queen Elizabeth Hospital Birmingham will use your details to provide the **Give As You Earn**[®] service to you and inform you of any additional products or benefits that the charity believes will be of interest to you. If you would prefer not to be contacted please tick the relevant boxes on page one of this form.

Declaration

By signing this form you are confirming your understanding that no further tax is recoverable on this gift and 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.

5th Floor Nuffield House, Queen Elizabeth House, Birmingham, B15 2TH

Telephone: 0121 627 5753
www.qehb.org Email: charities@uhb.nhs.uk