

Payroll giving form

Total amount I want to be deducted from my pay £

This donation replaces any previous donation given

Add this donation to previous donations

I am paid (please tick box) Monthly Week

Name of charity/good cause	Address & Charity number if known	Amount
		£
		£
		£
		£

Personal details: (Please use block capitals)

Please tick which Business Unit you work for and give the post code of the site where you work.:

Royal Mail Parcelforce Group Post Office Ltd

Postcode

Title Initials Surname

Address

Postcode

Telephone

Email

Employee/Payroll Number

This can normally be found on your payslip. We cannot identify your gifts without this.

National Insurance Number

Contact telephone

I wish my charitable donation to be anonymous (Unless you tick this box your details will be passed over to the charities you have chosen.)

Please tick here if interested in employee volunteering or employee fundraising for Charity

Signature Date

Royal Mail Group's payroll giving agency, Charities Trust, charges a nominal 25p per donation to cover administration costs.

Data Protection Act:- Charities Trust will use your information for administration and analysis. We may share your information with other companies or carefully selected third parties. We, or they, may send you details of other goods and services which may be of interest to you. The information may be provided by letter, telephone or other reasonable means of communication.

If you do not want your details to be shared with carefully selected third parties, please tick this box

Please send completed forms to your payroll department:- Payroll Data Changes, 2nd Floor, Pond Street, Sheffield, S98 6HR or fax to 0114 2414525



Payroll giving

Touching lives, connecting people

Royal Mail Group

Donating to charity through payroll makes a real difference. Over 45,000 Royal Mail Group employees, pensioners and subpostmasters make regular donations through their pay to over 800 charities and good causes.

What is payroll giving?

Payroll giving is a government scheme that lets you help your favourite UK charity or good cause. It's tax free and easy to set up.

A regular amount is taken from your weekly or monthly pay before tax is deducted, making your donation totally tax-efficient. This means that for every £1 you donate, it will cost you just 80p (60p if you pay a higher rate tax). If you gave £5 per month, it would cost you £4 (£3 if you pay a higher rate tax).

The minimum donation is £1 and there is no maximum limit. Royal Mail Group's payroll giving agency, Charities Trust, charges a nominal 25p per donation to cover administration costs.

Who can donate through payroll giving?

Payroll giving is open to all Royal Mail Group employees, pensioners and subpostmasters.

Which charities can I donate to?

You can give to any registered charity or recognised good cause such as places of worship, schools or scout groups.

So how do I start donating?

Simply complete the payroll giving form, selecting the charities or good causes you wish to give to and how much you would like to donate. Then send the form to:

Personal Data Changes
2nd Floor
Pond Street
Sheffield
S98 6HR

or fax to 0114 241 4525.

Your donations will start to be deducted from your next available salary.



Our charity partner

Royal Mail Group colleagues and subpostmasters have chosen Barnardo's as our charity partner until 2011. If you don't have a favourite charity, you may want to consider donating to Barnardo's. Here they explain why payroll giving donations mean so much to them.

Barnardo's believes in children regardless of their circumstances, gender, race, disability or behaviour. We believe in the abused, the vulnerable, the forgotten and the neglected. We will support them, stand up for them and bring out the best in each and every child. We do this because we believe in children.

Our vision is that the lives of all children should be free from poverty, abuse and discrimination. We work directly with 115,000 vulnerable children, young people and their families each year. Ninety-four pence of every pound we spend goes towards our work transforming children's lives and helping them fulfil their potential*. We can only do this with the kind help of people like you, colleagues of Royal Mail Group. Please support our work with a hassle-free and tax-efficient donation directly from your wage today. www.barnardos.org.uk



Supporting colleagues through payroll giving

If you would like to support colleagues during times of difficulty, you could donate to the Rowland Hill Fund. The fund offers help to employees in Royal Mail Group, their families and pensioners. It can help with domestic emergencies, financial hardship, health, housing and mobility issues plus much more. www.rowlandhillfund.org

* Excluding retail and property costs, which are self-financing.