

**Nottingham Trent University**  
**Give As You Earn Instruction Form**

Please ensure you fill the form as accurately as possible.



**GIVE AS YOU EARN – DONOR INSTRUCTION FORM**

**Employee Number:**

**GAYE Contract Number:** 24000330836

**Title:** Mr / Mrs / Ms / Dr / Prof / Other

**Surname:**

This form is:  
A first time request

**Forename:**

This form is:  
An addition to an existing instruction

**Address:**

This form is:  
To replace an existing instruction

Your application cannot be processed  
without your national insurance number  
**N.I Number:**

**Postcode:**

**KEEPING YOU INFORMED**

*The Charities Aid Foundation (CAF) would like to keep you informed about additional products and benefits from the CAF group which they believe will be of interest. CAF and the companies in which it has a majority stake (the group) will not share your information with any outside organization except as part of providing a product / service or when legally obliged to do so.*

If you would prefer **not** to be contacted by them please tick this box

**One-Off-Giving** – There is a separate form for One Off Giving. Please follow this link to find the [form](#).

**A. Charity: Account minimum donation £10.00 monthly or £2.50 weekly**

I wish to open a Charity Account please deduct \_\_\_\_\_ each pay day.

I would prefer the words Anonymous Donor on my charity cheques rather than my name

I have an existing Charity Account, the number is \_\_\_\_\_

Give As You Earn deducts an administration fee of 4% for first £19,000.00 and 1% between £19,000.00 and £104,499.00. This fee is indexed annually.

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**B. Direct Donation – To charities nominated below:**

Charity Name	Charity Address (and registration number if known)	Donation	Official use only G.A.Y.E No.

**PLEASE TICK THE APPROPRIATE BOXES:**

I do not want my name given to the above charities

I would like to keep my choice of charity(ies) confidential from my employer   
(If you tick this box please send the form directly to Give As You Earn – CAF – Kings Hill – West Malling – Kent – ME19 4TA)

G.A.Y.E will deduct a fee of 4% minimum of 25p to a maximum of £10.00) per employee donation per pay period to cover costs.

**Declaration – This Section must be completed and signed**

Please deduct a total of £            from my gross pay each pay day.  
The deduction is a gift to charity. I confirm my understanding is that no further tax is recoverable from this gift. I understand that only gifts or organisations with charitable status within 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: \_\_\_\_