

**Give As You Earn Individual Joining Form**

Employer Contract Number: .....  
 (to be completed by your payroll department)

Please tick if this form is:

- First time request
- Additional to existing instructions
- Replacement to existing instructions

NB. If the replacement box is ticked, existing records will be deleted and replaced

Title (Mr/Mrs/Ms/Other): ..... Surname: ..... Initials: .....

Home address: .....

Post code: .....

Email address: .....

Employer name: .....

Employee number: .....

National Insurance Number: .....

Work place address: .....

**A. Charity Card Account**

Existing account number(if known) .....

Please deduct £ ..... (minimum £10 per month) from each pay day.

**B. Direct Donation**

	Donation	Office Use		
I wish to donate to: Saigon Children's Charity 24 Gloucester Road Teddington, Middx., TW11 0NU	£ <input type="text"/> p monthly	GAYE No	Inputter date	Checker

Please tick if you do not want your name given to Saigon Children's Charity

**Note:** If you wish to keep your choice confidential from your employer, simply tick this box and send this form direct to Give As You Earn, CAF, Kings Hill, West Malling, Kent ME19 4TA

**Declaration**

(This must be completed and signed)

Please deduct a total of £..... from my gross pay each pay day as a gift to charity. I confirm my understanding that no further tax is recoverable on this gift. I 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 any goods or services supplied.

**Signature:**.....

**Date:**.....

Give As You Earn deducts 4%, with a minimum charge of 25p per deduction to cover its costs. Some employers pay this on behalf of their employees

**Donor** - Please hand this form directly to your payroll department or pension provider and send a copy to Saigon Children's Charity at the address below.

**Payroll** - Please keep a copy of this form for your records and send the original to:  
 Give As You Earn, CAF, West Malling, Kent, ME19 4TA. (Registered Charity Number 268369)