



FIND A VOICE (Charity No. 1058697)
supporting speech, language and communication

GIVE AS YOU EARN



Thousands of people in workplaces all over the country, are using Give As You Earn, to support their favourite charities or local causes.

Giving through your pay is •tax free, •simple to setup and •flexible.

Support Find A Voice in this way by Give as You Earn!

If you are an employee, you have the following options

- **Direct Donation**-if your employer is **already registered** with Give as You Earn.

How do I know? You can search on the Charities Aid Foundation Website
<http://www.cafonline.org/apps/companysearch/default.aspx>

If your employer doesn't operate the scheme you could always ask them, or you can set up your own Charity Account with the Charities Aid Foundation see <http://www.cafonline.org/>

You fill in the accompanying Donor Instruction Form or download it. You then take it to your employer's payroll department who processes it with your salary and the Charities Aid Foundation will then transfer the money into the Find A Voice bank account.

- **Give As You Earn Charity Accounts**
- **Employers' Staff Charity Funds.**

For more details see the website
<http://www.cafonline.org>

If you are an employer and would like to promote Give As You Earn to Find A Voice to your staff, please see <http://www.cafonline.org>



For more information contact Joy@findavoice.org.uk.
T. 01233 640443 49 Beaver Lane, Ashford, Kent TN23 5NU.



GIVE AS YOU EARN donor instruction form for FIND A VOICE

Please complete this form in **BLOCK CAPITALS**

Contract no _____

This form is a (please tick as appropriate):

first time request addition to existing instructions replacement for existing instructions*

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

Mr/Mrs/Ms/other _____ Surname _____ Forename _____ Initial _____

Home address _____ Postcode _____

Please feel free to contact me on:

Daytime telephone number _____ email _____

Employer's name _____

Workplace address _____ Postcode _____

National Insurance number** _____ Employee number _____

** **We are unable to process your application without this. Your employer should be able to provide you with this information if you do not have it.**

Calls may be monitored and/or recorded for training/security purposes; any such monitoring will take place in accordance with the law

Keeping you informed

We would like to tell you by letter, phone or email about additional products and benefits from the CAF group that we believe will be of interest to you. If you would prefer not to be contacted, please tick the appropriate boxes. Please note that ticking a box means that we will not be able to tell you about these additional benefits. CAF and the companies in which it has a majority stake (the group) will not share your information with any outside organisation except as part of providing a product/service or when legally obliged to do so.

I do **not** wish to receive details of:

other products and services from the CAF group forthcoming events from the CAF group

Alternatively, write to: The Data Protection Officer, CAF, Kings Hill, West Malling, Kent, ME19 4TA giving your details and instructions.

Direct Donation

Charity name(s), address(es) with postcode(s) and Charity Registration number(s) (if known).	Donation £	p	Official use
1. FIND A VOICE, (Charity no. 1058697) , 49 Beaver Lane, Ashford, Kent TN23 5NU.			Give as You Earn
Total			

Please tick the appropriate box(es): *If you are an existing donor, donations will be allocated on a PRO RATA basis

I do not want my name given to the above charities I am paid weekly I am paid monthly One-off donation I wish to keep my choice of charity(ies) confidential from my employer. (If you tick this box, send the form direct to Give As You Earn, CAF, Kings Hill, West Malling, Kent ME19 4TA)

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.

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 is 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 goods or services supplied.

Signature _____ Date _____

Charities Aid Foundation Registered Charity Number 268369 www.giveasyouearn.org 01732 520 019.

Please give this form to your employer or their payroll department.