

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

Title  Mr  Mrs  Miss  Other

First name\*  Surname\*

Home address\*

Postcode\*

Telephone  Date of birth   /   /

Email address

Employer's name\*

Workplace address\*

Postcode

Employee number  NI number

**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  Four-weekly  Weekly

**MY DONATION INSTRUCTIONS**

**I wish to give tax-free from my pay to**

Queen Elizabeth Hospital Birmingham Charity, Fifth Floor,  
Nuffield House Queen Elizabeth Hospital B15 2TH

One-off donation?  Yes  No

Donation amount £10  £25  £50  Other

Commission number **1165716** Fund name or number (if applicable)

**DATA PROTECTION**

We would like to stay in touch with you and send newsletters and other information from the hospital charity (no more than six times a year).

**Tick to join**

- our mailing list
- our email list

**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   /   /



## General notes

Anyone can join **Give As You Earn**<sup>®</sup> 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**<sup>®</sup>.

## Administration fees – regular giving

**Give As You Earn**<sup>®</sup> 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 donation 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 Charity your permission to contact you using these methods about this product or service if necessary.

Queen Elizabeth Hospital Birmingham Charity will use your details to provide the **Give As You Earn**<sup>®</sup> 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.

✍ **Fifth Floor Nuffield House, Queen Elizabeth Hospital, Edgbaston, Birmingham B15 2TH**

☎ **0121 371 4852**  
🌐 **qehb.org**  
✉ **charities@uhb.nhs.uk**