



# SUSTAIN - giving to charity from your net pay

Please provide the following details if you wish to contribute under the **Sustain** scheme to any recognised charity or charitable organisation. **The minimum payroll deduction is €1.50 per week or €6.00 per month.** Please specify only one type of deduction, either **WEEKLY/MONTHLY** or **ONE-OFF** on a form. Please return this form to **Charitable Giving, Union Mine Road, Pitts Cleave, Tavistock, Devon, UK, PL19 0NS**

## Charity and Donation Details

For **WEEKLY/MONTHLY** deductions, please tick **START** for a new contribution, **STOP** for a contribution to be stopped, or **AMEND** if an existing contribution is to be increased or decreased. If you are **amending** a contribution, enter the **new** amount; if you are **replacing** one contribution with another, please list the destination and amount of both and indicate **STOP** for the one and **START** for the other, as appropriate. For a **ONE-OFF** deduction, please specify the amount(s) only

**I wish to give my deductions:**  **WEEKLY**       **MONTHLY**       **ONE-OFF** (please tick one option only)

**Charity 1:**                                       **START**                       **AMEND**                       **STOP**                      Amount: €

Name:	Address (if small/local charity, or church):
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**Charity 2:**                                       **START**                       **AMEND**                       **STOP**                      Amount: €

Name:	Address (if small/local charity, or church):
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**Charity 3:**                                       **START**                       **AMEND**                       **STOP**                      Amount: €

Name:	Address (if small/local charity, or church):
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**PLEASE NOTE: If you are already contributing under the Sustain scheme, no other changes will be made other than those shown above**

## Personal Details

Title:       Initials:       Surname:

Payroll/Staff/PPS No:

Home Address:       Post Code:

Telephone:       Email Address:

## Employer Details

Name:

Address:       Post Code:

**Please tick either (a) or (b) as appropriate:**

- (a) **I DO NOT wish the above Personal and Employer details to be passed to any of the above named charities**
- (b) **I have no objection to the above Personal and Employer details being passed to any of the above named charities but I DO NOT wish them to be subsequently passed on to other third parties**
- (c) **I understand that my payroll deduction will be dealt with in accordance with the contract between my employer and Charitable Giving**

**Signed:**                                       **Date:**

**OFFICE USE ONLY - TOTAL SUSTAIN DEDUCTION IS NOW:**

Only details the total payroll deduction may be transmitted to an employer's payroll office and will take effect on the first pay day after receipt. Backdating is not permitted. Details provided on this form are protected by the Data Protection Act.

