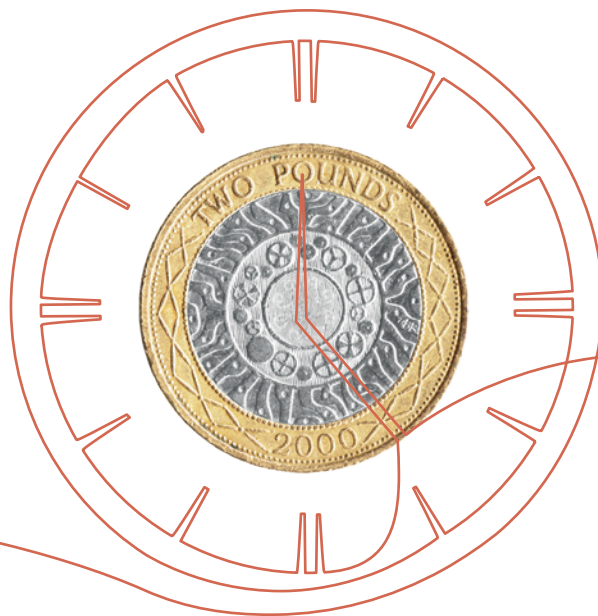


CAF GIVE AS YOU EARN[®]

Application pack



CAF GIVE AS YOU EARN[®]

CAF Give As You Earn is the ideal way to show your organisation's heart, engage employees in your community investment programme, and provide an additional benefit to your employees at no cost to you.

As the number one payroll giving scheme in the UK, we help companies and their staff to give nearly £80m to charity each year.

We enable your employees to give to more than 160,000 registered UK charities or to the charitable cause of their choice locally, nationally or internationally. The scheme maximises charitable tax-relief for your employees, helping them afford to give more.

Simple to set up and administer

More than 3,000 companies trust us to manage their payroll giving, so you can be sure our processes are streamlined, effective and compatible with your payroll system.

CAF Give As You Earn also integrates with the CAF Working for Charity tool to provide a friendly online interface – making it even simpler for staff to manage their payments and for payroll managers to administer the scheme.

Adaptable to all needs and budgets

CAF Give As You Earn is flexible, offering you the options of paying the administration fees for your employees and matching their payments if you wish. It can also be integrated with other CAF services to suit your needs and to give your employees options on how to give.

- The scheme is free to employers and we take the admin fees from the donation amount, unless you choose to pay all or part of the fees on behalf of your staff to ensure even more money reaches charity.
- We offer a free matching facility with CAF Give As You Earn. Simply tell us your matching criteria and we'll automatically calculate the payments each payroll period on your behalf.

- For more a more bespoke and detailed matching programme, CAF Give As You Earn can be integrated with CAF Matched Giving – call us on **03000 123 000** or visit www.cafonline.org/matchedgiving to find out more.
- It offers your employees the flexibility to make payments direct to charitable organisations, hold them in their own CAF Charity Account ready to donate at a later date or to pool their funds with colleagues in a CAF Staff Charity Fund.
- Centralise and simplify the management of all your charitable activity through CAF by linking your CAF Give As You Earn scheme with a CAF Company Account and/or CAF Charitable Trust.
- CAF is a charity dedicated to getting the best for other charities and their donors, so you can rest assured that all administration fees go towards supporting the charity sector.

Further information

If you have any questions or would like to discuss how CAF Give As You Earn could work for you, please contact us on **03000 123 000** or email giveasyouearn@cafonline.org

“CAF Give As You Earn is an excellent platform for our employees to donate in a tax-efficient way to charities of their choice. We are incredibly proud of our employees’ generosity in donating more than £1 million to date.”

Claire Finch
Community CSR Co-ordinator, B&Q

“We are quite simply overwhelmed with the response. The next step will be applying for the Payroll Giving Quality Mark to get external recognition for our staff’s contribution to good causes, and we are already talking to CAF about how we can extend the scheme to our remaining staff across the globe.”

Joanne Roberts
Human Resources Director, FTSE Group

CAF GIVE AS YOU EARN[®]

Service Schedule

Definitions

The definitions set out in the Definition Schedule to this Service Schedule apply to all references in this Service Schedule and throughout the CAF Give As You Earn Application Form and the CAF Give As You Earn Fee Schedule.

Service Schedule

1 Nature of CAF Give As You Earn

- 1.1 CAF Give As You Earn is a payroll giving scheme established by CAF in accordance with the Regulations and with the requirements of HMRC for such schemes.
- 1.2 Payroll giving schemes, such as CAF Give As You Earn, enable employees and people who receive their company or personal pension through Pay As You Earn to make regular payments to charity directly from their pay before tax is deducted.
- 1.3 CAF is approved by HMRC as a Payroll Giving Agency.
- 1.4 In accordance with the Regulations, amounts received by CAF as part of CAF Give As You Earn cannot be returned to either the Customer or a Participating Employee, irrespective as to whether or not the amounts were paid or transferred to CAF by mistake.
- 1.5 For the avoidance of doubt, CAF is a charity registered with the Charity Commission and, as such, can itself be a Nominated Recipient if a Participating Employee requests that their Employee Donations be distributed to CAF either:
 - 1.5.1 for a CAF Charity Account;
 - 1.5.2 for a CAF Charitable Trust;
 - 1.5.3 for a CAF Staff Charity Fund; or
 - 1.5.4 to support CAF's mission (by contribution to CAF's unrestricted funds).
- 1.6 For the avoidance of doubt, CAF shall not under any circumstances retain or appropriate any monies for itself as its unrestricted funds, other than by deducting the fees agreed with the Customer or when it is itself a Nominated Recipient as described in condition 1.5.4.

2 CAF's obligations

- 2.1 CAF shall notify the Customer within a reasonable time if it becomes aware that it has lost, or is reasonably likely to lose, its status as an HMRC-approved Payroll Giving Agency such that it is no longer able to, or is reasonably likely to no longer be able to, operate a payroll giving scheme in the manner described in condition 1.2.
- 2.2 CAF shall:
 - 2.2.1 appoint the Customer as its agent for the purposes of holding all Employee Donations, in respect of the period from which the Customer makes the Employee Donation until this is received by CAF;
 - 2.2.2 notify HMRC within the timeframe required by HMRC of this Contract in respect of CAF Give As You Earn becoming effective;

- 2.2.3 make available to the Customer the Donor Instruction Form;
- 2.2.4 accept Employee Donations from the Customer and distribute them, less any applicable fees, contributions and expenses, to Nominated Recipients or as otherwise set out in this Service Schedule;
- 2.2.5 provide written receipts to the Customer for Employee Donations received by CAF, within a reasonable period following receipt of a request for the same from the Customer;
- 2.2.6 provide to a Participating Employee, at the end of the Tax Year in which the Participating Employee has requested the same, a certificate stating:
 - the Employee Donations that they have made as part of CAF Give As You Earn during that Tax Year;
 - the distributions made by CAF in respect of their Employee Donations during that Tax Year; and
 - the maximum length of time that elapsed during that Tax Year between receipt of their Employee Donation and distribution of the same;
- 2.2.7 provide to HMRC such returns as are required by the Regulations;
- 2.2.8 keep, and produce to HMRC, all such other records and documents as are required by the Regulations; and
- 2.2.9 provide to HMRC such explanation as is required by the Regulations in respect of any Employee Donation that has not been distributed to a Nominated Recipient or as otherwise set out in this Service Schedule, within 60 (sixty) days of the later of:
 - receiving the Employee Donation in question from the Customer; and
 - receiving sufficient information from the Participating Employee in question to enable a distribution to be made in accordance with condition 2.2.4.

3 CAF's authority to distribute

- Notwithstanding the provisions of condition 2:
- 3.1 CAF shall be entitled to deduct from amounts received as part of CAF Give As You Earn (including, but not limited to, Employee Donations) the fees, contributions and expenses set out in the CAF Give As You Earn Fee Schedule;
 - 3.2 where CAF is unable, for whatever reason, to make a distribution to a Nominated Recipient, CAF may:
 - 3.2.1 make reasonable attempts to contact the Participating Employee to request the nomination of an alternative Nominated Recipient; and
 - 3.2.2 where no such nomination is received, pay such amounts to a third party recipient that is eligible to receive such amounts under the Regulations that CAF reasonably believes to have a similar aim or cause to those of the Nominated Recipient;
 - 3.3 where there is no Nominated Recipient for a particular Employee Donation, CAF may:

- 3.3.1 make reasonable attempts to contact the Participating Employee to request the details of a Nominated Recipient; and
- 3.3.2 where there is no Nominated Recipient within six months after the end of the Tax Year in which the Employee Donation in question is received by CAF, pay such amounts to a third party recipient of CAF's choice that is eligible to receive such amounts under the Regulations; and
- 3.4 where the provisions of condition 3.2.2 or 3.3.2 apply, CAF will make reasonable attempts to notify the Participating Employee in question.
- 4 Customer obligations and rights**
- 4.1 The Customer shall:
- 4.1.1 hold all Employee Donations and giving data, books and records as agent for CAF;
- 4.1.2 deduct the Employee Donations in such amounts as the Participating Employee may authorise and will pay the aggregate of such Employee Donations to CAF within 14 (fourteen) days of the end of the Income Tax Month in which such Employee Donations were made;
- 4.1.3 as required by CAF, provide CAF with reports in a format which CAF may specify from time to time, listing Participating Employees, their total Employee Donations and, if appropriate, any additional funds to be used to match Employee Donations (such report being commonly referred to as a Donor Analysis Report);
- 4.1.4 if the employment of a Participating Employee ceases, supply him or her with a statement of the total Employee Donations made in the current Tax Year;
- 4.1.5 indemnify CAF and hold CAF harmless from all claims and all loss, liabilities (including depletion of goodwill and similar losses), costs, proceedings, damages and expenses (including legal and other professional fees and expenses) awarded against, or incurred or paid by, CAF as a result of or in connection with any breach by the Customer of their obligations in respect of CAF Give As You Earn or any distribution made by CAF in accordance with information provided to CAF by the Customer;
- 4.1.6 ensure that each Participating Employee completes and returns to it an appropriate Donor Instruction Form, notify CAF of the content of such form (or provide CAF with the original or a copy of such form) and keep CAF promptly updated in respect of any changes in, or made by a Participating Employee to, their Donor Instruction Form information from time to time; and
- 4.1.7 keep and produce all records and documents required to be kept by the Customer under the Regulations (details of these are also available from HMRC's website).
- 4.2 The Customer may:
- 4.2.1 stipulate a minimum Employee Donation per Participating Employee provided that this is not less than any minimum required by CAF from time to time;
- 4.2.2 direct when, during any Tax Year, the Employees may become Participating Employees and when they may amend their Employee Donations, but shall permit Participating Employees to withdraw from CAF Give As You Earn at any time upon notice not exceeding one calendar month; and
- 4.2.3 pay all or some of the fees on behalf of Participating Employees.
- 4.3 The Customer hereby represents, warrants and undertakes to CAF that it has completed satisfactory checks on all of its Participating Employees sufficient to verify their identity, and to screen this against applicable sanctions registers, to the standard necessary for the purposes of UK law and regulation (including, without limitation, law and regulation relating to the prevention of money laundering and terrorist financing and relating to establishing their right to work in the UK). This representation, warranty and undertaking shall be deemed to be repeated on each occasion that the Customer notifies CAF of a Participating Employee, and on each occasion that the Customer notifies CAF of any change in a Participating Employee's information.
- 4.4 Where the Customer wishes to use the services of a third party in relation to processing of payroll (including, but not limited to, a payroll processing agent, professional fundraising organisation or technology payroll service provider) and hasn't elected to do so on an application form, the Customer must first complete and submit the Appointment of Third Party Form.
- 4.5 Wherever 'Give As You Earn' is used or referred to in any literature which the Customer creates or uses, the Customer must ensure that it is clear that it is a registered trademark owned by the CAF group. Any literature, in whatever medium, used by the Customer which has not been produced by CAF but which refers to CAF, Give As You Earn or payroll giving, must be provided to CAF on request for review and any modifications proposed by CAF in order to either protect its trademarks or to ensure that the Service is accurately represented or described must be made to the literature promptly by the Customer.
- 4.6 The Customer acknowledges that it holds Donor Instruction Forms as agent for CAF and shall provide copies of signed forms (or contemporaneous electronic evidence of acceptance of the terms of the Donor Instruction Form by the Participating Employee in question) to CAF promptly on request.
- 5 Matching**
- 5.1 The Customer may calculate and send to CAF additional funds to be used to match Employee Donations, on the basis set out on the CAF Give As You Earn Application Form or the Payroll Registration Form in question. These funds must be the Customer's own funds, and not those of any third party.
- 5.2 Following acceptance by CAF of the CAF Give As You Earn Application Form or the Payroll Registration Form referred to in 5.1 above, CAF shall accept from the Customer any additional funds to be used to match Employee Donations and shall distribute them to the Nominated Recipient specified by the relevant Participating Employee or otherwise in accordance with this Contract.
- 5.3 Amounts received as part of matching cannot be returned to either the Customer or a Participating Employee if CAF has in good faith distributed any such amounts to a Nominated Recipient or as otherwise set out in this Service Schedule, irrespective as to whether or not the amounts were paid or transferred to CAF by mistake and irrespective as to whether or not the Customer or the Participating Employee was aware of any such distribution.

6 Participating Employees

- 6.1 A Potential Participating Employee shall become a Participating Employee by authorising the Customer to make Employee Donations and, if not already forming part of the Customer's authorisation process, the Customer shall ensure that the Participating Employee immediately completes and returns to the Customer an appropriate Donor Instruction Form (either in writing or through electronic means where a contemporaneous record is established and maintained evidencing completion and acceptance of the terms of the Donor Instruction Form by the Participating Employee).
- 6.2 The Customer shall ensure that every Participating Employee is made aware of the terms of this Contract in so far as it relates to them.
- 6.3 Employee Donations may not be used to satisfy any contractual obligation of a Participating Employee to a third party or in payment for services rendered or goods supplied by any third party.
- 6.4 Employee Donations paid to CAF are not returnable to a Participating Employee or payable to any third party that returns a personal benefit in any way to the Participating Employee or someone connected to the Participating Employee.

7 Data Protection

- 7.1 The Customer acknowledges that the information contained in the Donor Instruction Form is provided by the Participating Employee to CAF as Data Controller (as defined in the Data Protection Act 1998) in respect of that information, and that where the Customer holds the Donor Instruction Form, or any updated information in respect of the Donor Instruction Form, they do so as agent for CAF and, therefore, Data Processor (as defined in the Data Protection Act 1998).
- 7.2 The Customer acknowledges that CAF cannot provide information to the Customer that it receives from Participating Employees without the consent of the Participating Employee in question.
- 7.3 Each of the Customer and CAF agree to each other to comply with the requirements of the Data Protection Legislation as Data Processor and Data Controller, respectively.
- 8 Variation, termination and notices
- 8.1 Save in respect of such matters as are prescribed in the Regulations, CAF may vary CAF Give As You Earn as set out in condition 13 in the CAF Services for Companies Terms and Conditions.
- 8.2 In accordance with the Regulations, where the Customer has, without reasonable excuse, failed in a significant respect to give effect to the CAF Give As You Earn Service in accordance with this Contract, CAF shall be entitled to terminate CAF Give As You Earn Service immediately on notice to the Customer.
- 8.3 The CAF Give As You Earn Service provided to the Customer and all Participating Employees will cease to operate if CAF Give As You Earn is terminated.

Definition Schedule

Terms, words or phrases defined in the Definition Schedule to the CAF Services for Companies Terms and Conditions, shall have the same meaning when used in this Service Schedule unless defined below.

CAF Give As You Earn Fee Schedule means the schedule made available by CAF from time to time in which the fees, costs, contributions or expenses applicable to CAF Give As You Earn are set out.

CAF Staff Charity Fund means the Services provided by CAF as set out in the CAF Staff Charity Fund Service Schedule.

Contract means, in respect of the Services described in this Service Schedule, together: the CAF Services for Companies Terms and Conditions, this Service Schedule, the Forms and the CAF Give As You Earn Fee Schedule.

Donor Instruction Form means the an agreement between CAF and the Participating Employee substantially in the form of the CAF Donor Instruction Form made available by CAF to the Customer from time to time.

Employee Donations means monies deducted by the Customer from the emoluments of Participating Employees or monies paid by the Customer in an amount equal to that sacrificed by Participating Employees from their emoluments, in each case, for distribution to Nominated Recipients as part of CAF Give As You Earn.

Forms means, in respect of the Services described in this Service Schedule, such of the CAF Give As You Earn Application Form; the Payroll Registration Form; the Donor Instruction Form; the Appointment of Third Party Form; the Contacts Form; the Organisation Registration Form, each submitted by the Customer, as the context may require; and/or any other form of application submitted by the Customer to CAF and accepted by CAF in order to take out the Services described in this Service Schedule.

HMRC means Her Majesty's Revenue and Customs.

Income Tax Month means the period from (and including) the 6th day of one calendar month to (and including) the 5th day of the next calendar month.

Nominated Recipient means an organisation that is recognised as a charity for UK tax purposes that has been nominated by a Participating Employee to receive their Employee Donations.

Participating Employee means a Potential Participating Employee who authorises the Customer to make Employee Donations.

Payroll Giving Agency means a charity approved by HMRC for the purposes of acting as an agency under the Regulations.

Potential Participating Employee means: (i) in respect of a Customer that is a pension service provider or pension scheme trustee or administrator, or any similar or equivalent entity, a pensioner who receives their company or personal pension through PAYE (Pay As You Earn); or (ii) in all other respects, an employee of the Customer.

Regulations means the Charitable Deductions (Approved Schemes Regulations 1986 (SI 1986/2211) (as amended).

Tax Year means the period from (and including) 06 April in one calendar year to (and including) 05 April in the next calendar year.

CAF GIVE AS YOU EARN[®]

Fee Schedule as at 1 May 2014

There are four different methods in which Employees can give via CAF Give As You Earn. The fees are different for each donation method.

1 Employee Donations made direct to Nominated Recipients

CAF levies fees (not subject to VAT) of 4% of the Employee Donation subject to:

- a minimum of 25p fee per Employee Donation per pay period* (this minimum fee is waived if the Customer provides Donor Analysis Reports to CAF in the prescribed electronic donor analysis format – see www.cafonline.org/eda for more information); and
- a maximum of £10 fee per Employee Donation per pay period.

2 Employee Donations made into a CAF Charity Account

CAF levies a fee (not subject to VAT) based on the value of Employee Donations made into the CAF Charity Account between 1 May and 30 April (being CAF's financial year). Bands are indexed annually on 1 May according to the change in the Retail Prices Index, as at the previous December, and rounded to the nearest £500.

The rates for the CAF financial year from 1 May 2014 are listed below:

	Cumulative payments into CAF Charity Account each CAF financial year	Fee
Band 1	The first £19,500	4%
Band 2	£19,500.01 to £107,500	1%
Band 3	Amounts over £107,500	0%

Charities Aid Foundation
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4TA

T: 03000 123 000
E: giveasyouearn@cafonline.org
W: www.cafonline.org

Registered charity number 268369

3 Employee Donations made into a CAF Staff Charity Fund

CAF levies a fee (not subject to VAT) of 1% of the value of Employee Donations made into the CAF Staff Charity Fund as set out in the CAF Staff Charity Fund Fee Schedule. No additional fees are levied.

4 Employee Donations made into a CAF Charitable Trust

Employee Donations into a CAF Charitable Trust are subject to the applicable fees as set out in the CAF Charitable Trust Fee Schedule. No additional fees are levied.

Note

- With the exception of Employee Donations into a CAF Charitable Trust, the Customer can opt to pay the fees (either in full or a part thereof). In the event that the Customer does not wish to pay the fees (or opts to pay only a part thereof), CAF will deduct any outstanding fees from the Employee Donations.
- Fees are not levied on additional funds used to match Employee Donations.

If you would like to open a CAF Staff Charity Fund, please request an application form from our Customer Service team on **03000 123 000** or email giveasyouearn@cafonline.org

Application Form

Section 1

Customer details

This form signs you up to CAF Give As You Earn and registers the details of your payroll. If you wish to register multiple payrolls, please complete a Payroll Registration Form for each additional payroll and attach them to this form.

If you are completing this application form to register a payroll for a subsidiary or branch, you should specify the details of the employing organisation, ie, if Employees are officially employed by the parent organisation, please specify the parent's details in section 1; if Employees are officially employed by the subsidiary, you should specify the subsidiary's details in section 1.

The service request (as set out below) is made by:

If you have any questions when completing this form or require additional Payroll Registration Forms, please contact a member of CAF Customer Services on 03000 123 000 or giveasyouearn@cafonline.org

Registered charity number
This should be the number assigned by either the Charity Commission, the Office of the Scottish Charity Regulator (OSCR) or the Charity Commission for Northern Ireland (CCNI).

Website
This is your main corporate website.

Main contact details
Please provide us with the details of the person you would like us to use as the main contact for communications relating to your CAF Give As You Earn Service.

Please indicate if you would also like this contact to be a Contact Administrator (authorised to add and/or remove contacts relating to this Service) or a Service Administrator (authorised to add and/or remove contacts relating to this Service and set up new Services on behalf of the Customer).

Organisation details ('the Customer')

Organisation name

Please complete one of the following as most appropriate:

Registered company number

Registered charity number

Other – please provide details below:

Registered address

Postcode

Website

Main telephone number

Main contact details

Mr Mrs Miss Ms Other

Forename(s)

Surname

Job title

Work address Same as the organisation's registered address

Other (please specify)

Postcode

Work email address

Work telephone number

Contact Administrator Service Administrator

Section 2

Service Specification

PGA

Your bank details

Please provide us with details of the bank account you will use when making payments in connection with the CAF Give As You Earn Service. This information will help us to automatically identify your payments.

Bank account name

This should be the official account name, as listed on statements and correspondence from your bank.

Total number of employees

Total number of locations

Charities can request a breakdown of the donations they receive through the CAF Give As You Earn Service, itemised by employer and employee. Please tick the box below if you would prefer your organisation to remain anonymous in such listings.

Your bank details

Bank account name

Account number

Sort code - -

Section 3

Your payroll

This section enables you to specify the details of your payroll, including any matching and how fees are to be paid. If you wish to register multiple payrolls, please complete a Payroll Registration Form for each additional payroll and attach them to this form.

Further Payroll Registration Forms are available from the Customer Services team by calling **03000 123 000** or emailing giveasyouearn@cafonline.org

Please indicate how many additional Payroll Registration Forms you are submitting at this time:

Please only complete those parts of sections 3.1 which differ from the information you provided in section 1. Where parts are left blank, we will automatically use the information provided by you in section 1.

3.1 Payroll contact details

Please provide us with the details of the person you would like us to use as the main contact for communications relating to this payroll. If the main contact is the same as specified in section 1, please tick the appropriate box and skip to section 3.2.

Please indicate if you would also like this contact to be a Contact Administrator (authorised to add and/or remove contacts relating to this Service) or a Service Administrator (authorised to add and/or remove contacts relating to this Service and set up new Services on behalf of the Customer).

3.1 Payroll contact details

Same as main contact specified in section 1

Mr Mrs Miss Ms Other

Forename(s)

Surname

Job title

Work address Same as the organisation's registered address

Other (please specify)

Postcode

Work email address

Work telephone number

Contact Administrator Service Administrator

3.2 Payroll details

Number of Employees

An approximation is sufficient.

Tax district

This is the HMRC tax district under which your organisation is registered.

Donor Analysis Reports

This is the regular report you will send to us for each payroll period, and lists Participating Employees, their total Employee Donations and any matched funds. The preferred format for submitting Donor Analysis Reports is by electronic donor analysis (EDA), which is a format specified by CAF (see www.cafonline.org/eda for more information). All other methods will incur a minimum 25p charge per Employee Donation per pay period.

3.3 Third parties

Please complete and submit an Appointment of Third Party Form alongside this application form. You can download this from www.cafonline.org/company-forms or request a copy by calling 03000 123 000 or emailing companyaccounts@cafonline.org

The level of matching and any matching limits will be applied to all Participating Employees.

Matching limits – matching limits are set per pay period, not per annum or any other frequency.

Maximum match – this is the maximum matching donation you will make per Participating Employee per pay period.

Minimum match – this is the minimum total Employee Donation that a Participating Employee must make per pay period to qualify for matching.

Both maximum and minimum limits can be combined, eg, donations can be matched at 50% up to £50 per Participating Employee per pay period, if they make a total donation of at least £10 in that pay period.

3.2 Payroll details

Please indicate the frequency and date of your payroll by ticking the appropriate option and providing the date of your first Employee Donation:

Weekly
 Monthly
 Lunar/4 week cycle

Starting from

Number of Employees

Please indicate how many Employees are paid on this payroll

HMRC references

Please provide details of PAYE and tax references, where appropriate:

PAYE reference

Tax district

Donor Analysis Reports

Please specify how you will send your Donor Analysis Reports to CAF:

By electronic donor analysis (EDA)
 Any other method (please note this incurs a 25p minimum charge for each Employee Donation per pay period)

3.3 Third parties

If you use one or more of the following third party organisations please tick all which apply below and see guidance notes to the left. If not, please skip to section 4.

payroll bureau/processing agent
 professional fundraising organisation
 technology service provider

Section 4
Matching

Please complete this section if you wish to match Employee Donations, otherwise, skip to section 5.

Level of matching

You can choose to match in full (ie, for every £10 donated, you will match £10) or at any other percentage rate (eg, if you specify 50%, for every £10 donated you will match £5). Please select one option and complete as appropriate:

Match Employee Donations in full (100%)
 Match Employee Donations at %

Matching limits

Please indicate if you would like to set any upper or lower limits on matching by completing the appropriate section below (please complete one, both or neither option, as appropriate):

Maximum match per Participating Employee per pay period £
 Minimum Employee Donation that you will match per Participating Employee per pay period £

*Please complete and submit a CAF Company Account Application Form alongside this application form. You can download this from www.cafonline.org/company-forms or request a copy by calling 03000 123 000 or emailing companyaccounts@cafonline.org

Funding your matching

Please indicate how you wish to pay your matching funds:

- You will send matching funds along with the Employee Donations
- You would like matching funds to be taken from an existing CAF Company Account.

Please specify account number

- You wish to set up and pay matching funds from a new CAF Company Account*

If you would like to have even more control over how you match your Employees' donations for example, to exclude particular charities or types of charities from receiving matching funds, you may wish to consider the CAF Matched Giving Service. Please visit www.cafonline.org/matchedgiving or call 03000 123 000 for further information.

Section 5
Paying fees

Full details of fees can be found in the CAF Give As You Earn Fee Schedule.

Paying fees from Employee Donations
Where fees are taken from Employee Donations, this will either be from the Employee Donation itself, the Participating Employee's CAF Charity Account or the CAF Staff Charity Fund, as appropriate.

*Please complete a CAF Company Account Application Form and attach it to this form. You can download the CAF Company Account Application Form from www.cafonline.org/companyaccount, or request a copy by calling 03000 123 000 or emailing companyaccounts@cafonline.org

Many employers choose to pay CAF Give As You Earn fees. Otherwise, they are taken from the Employee Donation. You can choose from one of three options:

- Pay all fees
- Pay all fees with a cap of £10 per Employee Donation per pay period.
Any outstanding fees will be taken from the relevant Employee Donation.
- Do not pay any fees (in which case they will be taken from the Employee Donations).

If you have opted to pay any part of the fees (options 1 or 2 above), please indicate how you would like to make the payment:

- Fees should be taken from an existing CAF Company Account.

Please specify account number

- Fees should be taken from a new CAF Company Account*
- You wish to be invoiced quarterly for fees

If you have indicated that you would like to be invoiced for fees, please specify an invoicing contact below:

- Same as the payroll contact specified in section 3.1 of this form
- Someone other than the payroll contact – please specify below

Mr Mrs Miss Ms Other

Forename(s)

Surname

Job title

Work address Same as the organisation's registered address

Other (please specify)

Postcode

Work email address

Work telephone number

CAF use only
Agreement/contract number

Payroll number

Section 6 Certification

Please tick and certify each of the statements below.

PGA

The form must be signed by one of the following individuals:

- An existing user authorised as a Service Administrator
- Company: Director
- LLP or other partnership: Partner
- Charity/Trust: Trustee*
- Other non-incorporated organisation: Chief Executive or equivalent*

If it is signed by someone other than the authorised signatory specified above, please enclose evidence of their authority to sign on behalf of your organisation. This should be either an original document or a certified copy of the original.

A certified copy of a document is one which has been certified on every page as a true copy of the original by a suitable certifier and contains the following:

- the name, signature, position and regulatory number (if applicable) of the suitable certifier
- a statement to the effect that the document is a true copy of the original
- the date on which the document was certified

A suitable certifier is a professional person (including those who are retired) eg, bank or building-society officials, police officers, civil servants, ministers of religion, teachers, accountants, engineers and solicitors. You can find a full list on www.direct.gov.uk/passports

*If your constitution requires more than one signature, please provide these with title, full forename, surname and job title on a separate sheet and arrange for the individual(s) to sign the form.

If you need any further guidance to help you complete this form, please contact us on 03000 123 000 or email giveasyouearn@cafonline.org

Registered charity number 268369

By signing this application form, we, the Customer, confirm that:

- we agree to purchase the Services as set out in the CAF Give As You Earn Service Schedule and we accept the CAF Services for Companies Terms and Conditions
- if there was anything that we did not fully understand, we have sought professional advice and guidance before sending this completed form to CAF
- the individuals detailed on this form have authorised the disclosure of their personal details to CAF
- the information given in this application is accurate
- we are responsible for updating CAF if the contact details, access privileges or third parties change (including if an individual is no longer employed by the Customer)

Signed for and on behalf of the Customer:

Mr Mrs Miss Ms Other _____

Full forename(s) _____

Surname _____

Job title _____

Authorised signatory

Date dd/mm/yyyy

Next steps

Charities Aid Foundation (CAF) of 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA whose charity registration number is 268369 will notify you in writing when your application has been accepted. No binding agreement shall exist until CAF sends the Customer written confirmation of the acceptance of the application.

If you wish to match Employee Donations, please also complete and submit an Organisation Registration Form, unless you have already done so and there are no changes to the information. Please call CAF Customer Services on 03000 123 000 if you need to obtain a copy of your Organisation Registration Form or would like to check the information you submitted previously.

Please take a copy of your signed form for your records and return your completed form to:

Customer Services,
Charities Aid Foundation
25 Kings Hill Avenue,
Kings Hill,
West Malling,
Kent ME19 4TA