

# LEICESTERSHIRE AIDS

## SUPPORT SERVICES

### PAYROLL GIVING JOINING FORM

If your employer is not already part of a Payroll Giving Scheme contact Gareth at the address overleaf.

Please complete in BLOCK CAPITALS.

Please tick as appropriate

This form is a:

first time request

addition to existing instructions

replacement for existing instructions

Title ..... First Name .....

Last Name .....

Address .....

.....

.....

Please contact me on:

Daytime telephone .....

Email .....

Employers Name .....

Work Address .....

.....

.....

Employee Number .....

\*National Insurance Number

.....

\*(Your request cannot be processed without this).

Please see declaration overleaf

**THANK YOU**

Data Protection Act: "The information you provide will be processed in line with the 'Data Protection Act' and our 'Confidentiality Policy'. It will only be used by LASS for the purposes of your involvement; administering your contribution; for anonymous statistical monitoring; or to occasionally send you information relating to our own work, training, fundraising or volunteering. If at any time you object to this, please write to the LASS Director.

I wish to keep my name confidential from my charity

If so, please give this form direct to your employer.

I wish to keep my choice of charity confidential from my employer

If so, please return this form to LASS at the address below.

To donate completely confidentially send this form direct to your employers Payroll Giving Agency.

I am paid Weekly

I am paid Monthly

Please deduct £\_\_\_\_\_ from my gross pay every payday as a gift to Leicestershire AIDS Support Services. 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 services supplied.

Signature .....

Date .....

Return to:

Leicestershire AIDS Support Services

The Michael Wood Centre

53 Regent Road

Leicester

LE1 6YF

Telephone: 0116 255 9995

Minicom: 0116 255 9000

Fax: 0116 255 9979

Email: reception@lass.org.uk

Registered Charity No. 1023914