

## Payroll giving donation form

Please complete this form and send it to:  
**WaterAid, 47-49 Durham Street, London SE11 5JD**

Items marked with an asterisk \* must be filled in.

\* Name \_\_\_\_\_

\* Home address \_\_\_\_\_

\* Postcode \_\_\_\_\_

\* Phone \_\_\_\_\_ \* Email \_\_\_\_\_

Job title \_\_\_\_\_

\* National Insurance number \_\_\_\_\_

Employee number from payslip (if known) \_\_\_\_\_

I wish to be treated as an anonymous donor

\* Name of employer \_\_\_\_\_

\* Address of employer \_\_\_\_\_

\* Postcode \_\_\_\_\_

Phone number of your payroll department \_\_\_\_\_

Email address of your payroll department \_\_\_\_\_

Yes I would like to make a donation to WaterAid every time I get paid. I confirm my understanding that no further tax is recoverable on this gift.

Please tick the amount you would like to donate:

£5  £10  £15  Other £ \_\_\_\_\_

Your support makes our vital work possible. We would like to keep in touch with you to tell you more. If you don't want to hear from WaterAid and WaterAid Trading Ltd just let us know.

Thank you for your support.

## Payroll giving donation form

Please complete the form and send it to **your payroll department, with the Payroll Giving Instruction on the next page**. They will then process your regular gift, as per their normal arrangement with their contracted Payroll Giving Agency.

Items marked with an asterisk \* must be filled in.

\* Name \_\_\_\_\_

\* Home address \_\_\_\_\_

\_\_\_\_\_

\* Postcode \_\_\_\_\_

\* Phone \_\_\_\_\_ \* Email \_\_\_\_\_

Job title \_\_\_\_\_

\* National Insurance number \_\_\_\_\_

Employee number from payslip (if known) \_\_\_\_\_

I wish to be treated as an anonymous donor

\* Name of employer \_\_\_\_\_

\* Address of employer \_\_\_\_\_

\_\_\_\_\_

\* Postcode \_\_\_\_\_

Phone number of your payroll department \_\_\_\_\_

Email address of your payroll department \_\_\_\_\_

Yes I would like to make a donation to WaterAid every time I get paid. I confirm my understanding that no further tax is recoverable on this gift.

Please tick the amount you would like to donate:

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Your support makes our vital work possible. We would like to keep in touch with you to tell you more. If you don't want to hear from WaterAid and WaterAid Trading Ltd just let us know.

Thank you for your support.



Dear Sir/Madam,

### **Payroll Giving Instruction**

Please find attached a copy of the payroll giving donation form from an employee of your company who wishes to make a donation (for the amount mentioned on the form) to WaterAid every time they are paid.

This payroll gift should be set up as per your normal arrangement with your contracted Payroll Giving Agency. If you are not yet set up with a Payroll Giving Agency this can very easily be done by visiting [www.wateraid.org/payrollinstructions](http://www.wateraid.org/payrollinstructions) or by contacting me on the number below.

**Please send me an email to the address below to confirm receipt of this Payroll Giving Instruction.**

Please do not hesitate to contact me if you have any questions about payroll giving.

Thank you in advance for your assistance.

With best wishes,

Rona Higgins  
Payroll Giving Manager  
WaterAid  
020 7793 4907  
[payrollgiving@wateraid.org](mailto:payrollgiving@wateraid.org)

**WaterAid – water for life** The UK's only major charity dedicated exclusively to the provision of safe domestic water, sanitation and hygiene education to the world's poorest people.