

# Donor Instruction Form

Please complete in BLOCK CAPITALS.

Please tick as appropriate to indicate how you are using this form:

to sign up for CAF Give As You Earn  to add to my existing donation instructions



**University of  
Sunderland**

## Contact details

Title  Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

Full forename(s) \_\_\_\_\_ Surname \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Telephone number \_\_\_\_\_

Employers Name \_\_\_\_\_

National Insurance number \_\_\_\_\_ Payroll number \_\_\_\_\_

Please indicate the frequency by which you are paid:  Weekly  4-weekly  Monthly

## Donation instruction

Direct Donations - regular and one-off. I would like to add/amend my donation to:

Charity Name UNIVERSITY OF SUNDERLAND DEVELOPMENT TRUST

Charity address DAVID GOLDMAN ROOM 101 SIR TOM COWIE CAMPUS SUNDERLAND Postcode SR6 0DD

Charity Commission number 1041658

Sponsorship number (if applicable) \_\_\_\_\_

Donation amount £ \_\_\_\_\_

Donation type  
 Regular donation  One-off donation from pay period \_\_\_\_\_

Please tick if you would like to make your donation(s) anonymous

## Declaration - this must be completed and signed

Please deduct a total of £ \_\_\_\_\_ from my gross pay each pay day as a gift to charity. 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 goods or services supplied.

Signature \_\_\_\_\_ Date dd/mm/yyyy

We would like to tell you by letter, phone or email about additional products and benefits from the CAF Group that we believe will be of interest to you. If you would prefer not to be contacted about these additional benefits, please tick the appropriate boxes. CAF and the companies in which it has a majority stake, or their subsidiaries (defined here as the Group) will not share your information with any outside organisation except as part of providing a product/service or when legally obliged to do so.

I do not wish to receive details of:

other product/services from the CAF Group  forthcoming events from the CAF Group

A copy of your instruction will be forwarded to the University's payroll team for implementation.

**Please sign and send a copy of this form to the Development Office, The David Goldman Informatics Centre, Room 101, Sir Tom Cowie Campus, Sunderland SR6 0DD or email to [development.office@sunderland.ac.uk](mailto:development.office@sunderland.ac.uk).**

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