



Every Penny Helps

CONTRACT

- This contract is between Charitable Giving (the "Agency") and

Company Name:		(the "Agent")
Company Address:		
	Post Code:	
- It is agreed that the **Agent** will operate the **Every Penny Helps** scheme (the "Scheme") from ___/___/___ and
 - Deduct and hold the pence withheld from the employees' net pay pursuant to the rules of the Scheme on the Agency's behalf
 - Pay over to the Agency sums withheld from employees pursuant to the Scheme within 14 days of the end of the Income Tax month to the Charitable Giving – Collect bank account (detailed below) accompanied by a list of contributing employees and their deductions
 - Obtain from subscribing employees' authorities and instructions for the deductions via the Gift Aid Declaration overleaf
- It is agreed that the **Agency** will:
 - Provide such information, documentation, and instructions in order that the **Agent** may comply with their responsibilities under the **Scheme**
 - On behalf of the **Agent**, open and hold all monies in a designated **Corporate Options Account** (application to be completed below) and maintain a record of debits and credits to such
 - Make an administration charge of 4% of all monies contributed by employees before distribution to charities, to be:

<input type="checkbox"/> Deducted out of employees' contributions	<input type="checkbox"/> Paid by the employer	(please tick one option)
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 - Reclaim the Gift Aid on employees' contributions and credit such to the designated Corporate Options Account for the **Agent**
 - Provide a Statement of all debits and credits to the designated Corporate Options Account for the **Agent**, either physically or electronically
 - Distribute funds **annually** to the nominated charity or charities for which a charge of £2.50 will be made
- This Contract may be terminated by either party by giving three months' notice delivered to the registered office of the company or last recorded address of the **Agent** but not withstanding the aforementioned notice the **Agency** may give one month's notice to terminate the Contract in the event of significant failure by the **Agent** to give effect to the scheme

CORPORATE OPTIONS ACCOUNT APPLICATION

NAME: The account is to be known in the name of:

TRANSACTIONS: Deposits to this account, i.e. credits, by cheque or electronic transfer, e.g. BACS, will be made to:

Bank details will be supplied on receipt of completed application form

MANAGERS: The account will be managed by either or both of the following persons:

1.	Title: <input style="width: 40px;" type="text"/>	First Name: <input style="width: 150px;" type="text"/>	Surname: <input style="width: 150px;" type="text"/>
	Tel: <input style="width: 150px;" type="text"/>	Email: <input style="width: 150px;" type="text"/>	Password: <input style="width: 80px;" type="text"/>
2.	Title: <input style="width: 40px;" type="text"/>	First Name: <input style="width: 150px;" type="text"/>	Surname: <input style="width: 150px;" type="text"/>
	Tel: <input style="width: 150px;" type="text"/>	Email: <input style="width: 150px;" type="text"/>	Password: <input style="width: 80px;" type="text"/>

The provision of email addresses and passwords will ensure registration for online access, so that the Corporate Options Account can be managed via www.charitablegiving.co.uk. Each password must be at least 8 characters long (alphabetic only) and contain at least one number.

<p style="text-align: center;">Signed on behalf of Charitable Giving</p> <p>Signature: <input style="width: 280px; height: 25px;" type="text"/></p> <p>Position: <input style="width: 280px; height: 25px;" type="text"/></p> <p>Date: <input style="width: 280px; height: 25px;" type="text"/></p>	<p style="text-align: center;">Signed on behalf of the company</p> <p>Signature: <input style="width: 280px; height: 25px;" type="text"/></p> <p>Print Name and Position: <input style="width: 280px; height: 25px;" type="text"/></p> <p>Date: <input style="width: 280px; height: 25px;" type="text"/></p>
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On completion, please return to: **Charitable Giving, Union Mine Road, Pitts Cleave, Tavistock, Devon, PL19 0NS**

