

Employee Name: _____

Department: _____

Office: _____

Date: _____

Name of Recipient: _____

Department: _____

Office: _____

Dear Colleague,

I would like to donate some of my salary to the **Long Covid Support** charity (Registered charity no. 1198938) via a payroll giving scheme. Can you confirm if there is an existing scheme that will allow me to do that? If so, could you kindly forward the details onto me please?

If we don't currently have a payroll giving scheme, would this be something the organisation would be willing to explore? Such a scheme would provide several benefits to an employer:

- **Cost-effective** – A scheme is FREE to run and employees can easily adjust their donations at any time.
- **Gather Insight** – You could use data from payroll giving reports to better understand what employees care about.
- **Boost your CSR activity** – You could use payroll giving as a tool to drive Corporate Social Responsibility.
- **Engage Your Staff** – Demonstrate your company's commitment to supporting staff, the community and wider stakeholders.
- **Achieve Recognition** – External recognition for charity contributions through Government-recognised quality marks.

If this is something the organisation would be willing to co-ordinate, I've included some contact details of Payroll Giving Agencies who would be willing to administer the scheme on behalf of the organisation completely free of charge.

Attached to this letter is my instruction to make donations from my salary. I will also be forwarding a copy to the Long Covid Support charity. I hope this is sufficient but let me know if you require any further details.

I look forward to hearing from you.

Yours sincerely,

Payroll Giving Agencies:

Achisomoch Aid Company

Contact Name: Aidel Katzel

Telephone: 0208 731 8988

Email: admin@achisomoch.org

Website: <https://achisomoch.org/>

Akcros Employee Charity Fun

Contact Name: Dil Guha

Telephone: 0161 784 1173

Charities Aid Foundation (CAF)

Contact Names: Richard McCarthy and Donna Prior

Telephone: 03000 123 000

Email: giveasyouearn@cafonline.org

Website: www.cafonline.org

Charities Trust

Contact name: Mrs H Vasco

Telephone: 0151 284 1898

Email: info@charitiestrust.org

Website: <http://www.charitiestrust.org.uk/>

Co-operative Payroll Giving Limited

Contact names: E Parker and Dalvinder Perwal

Telephone: 0800 458 7929

Mobile: 07794 219 301

Email: info@employeebenefits.coop

Giveall2Charity

Contact names: Anthony Phillips

Telephone: 01784 439 958

Email: payrollgiving@giveall.org

Website: <https://www.giveall.org/>

Payroll Giving Form



Please complete this form and return one copy to your employer's payroll department and one copy to us at the address below.

I wish to make a tax-free gift from my pay to Long Covid Support (please tick):

£5 per month £10 per month £20 per month Other _____ per week/month

(delete as applicable - please note it is not financially viable to take gifts for less than £2 per month)

Your details

Title:

Forename:

Surname:

Address:

Phone:

If you would like us to contact you by email, please add your email address here:

Your employer's details

Employer's Name:

Address:

Phone Number:

Employee payroll number:
(this can be found on your payslip)

National Insurance Number:

Does your employer have a Payroll Giving Scheme? Yes / No (delete as applicable)

Signed:

Date:

THANK YOU

Long Covid Support Fundraising Team, 53 Stonebridge Park, Cwmbran, Gwent, NP44 2JL.

Email: fundraise@longcovid.org or call 0300 234 1503

Registered charity no. 1198938 (England & Wales)

We would like to keep you informed of our work. Please tick the box if you do not wish to receive further information.