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| To Payroll -  I wish to participate in the Donate your Pennies scheme and hereby authorise the University of Essex as my agent to collect each pay period from my salary such odd penny balances (to a maximum of 99p per pay period) and to distribute such amounts to the University of Essex Philanthropy Office. Funds will be then be given to support University of Essex scholarship initiatives on my behalf; however this is subject to change at any time.  This authorisation is effective from the date I submit this form and shall remain in force until cancelled in writing.  Signed: ………………………………………………………………………  Full Name (printed): ………………………………………………………..  Date: …………………………… Payroll Number: ……………………….  □ I wish to Gift Aid\* my donation:  \*Gift Aid – You can boost your donation by 25% by allowing Gift Aid to be reclaimed on your donation at no cost to you. By ticking this box you confirm you are a UK taxpayer and understand that if you pay less Income Tax and/or Capital Gains in the current tax year than the amount of Gift Aid claimed on all your donations it is your responsibility to pay any difference. By agreeing to the University of Essex reclaiming Gift Aid on your donations you agree for your name and address to be stored by the Philanthropy Office for this purpose. |
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