



# Payroll giving form



The Essex Police Museum is entirely dependent on donations to fund the good work it does to promote the history of the force and educate people about policing. It works hard to plan ahead in order to make the best use of donations and through Payroll Giving you can help provide a reliable income stream. This allows us to plan for the future while benefitting you with generous tax relief.

## How does it work?

Give to Essex Police Museum from your pay/pension and you can get immediate tax relief of up to £4 for every £10 donated. The donations are taken from your gross salary, reducing the amount of income tax that is deducted from your salary.

## What do you need to do?

Simply fill in the form below and send it either in the envelope provided or to the address indicated.

I would like to donate £\_\_\_\_\_ per month from my gross pay/pension to:  
Essex Police Museum  
(registered charity number 1042055)

- This donation supersedes any previous donation  
 This donation is to be added to any previous donation

Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Mobile phone number: \_\_\_\_\_

Collar/employee number: \_\_\_\_\_ National Insurance number: \_\_\_\_\_

Employer: Essex Police, PO Box 2, Springfield, Essex, CM2 6DA

The data supplied on this form will be used to enable your donation to reach the Essex Police Museum.

In order that your instructions can be acted on, your details will be passed to Her Majesty's Revenue & Customs registered Agency, the Charities trust with whom Essex Police has contracted, who will forward your donation to Essex Police Museum.

Essex Police Museum may send you a thank you letter acknowledging your donation.

If you do not wish to receive acknowledgement and only wish to be contacted in the event of a specific query needed to resolve the processing of your data for the purposes of these instructions, please tick here.



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## Instructions

If you wish to have the donation deducted from your pay/pension on a monthly basis please complete the form and send it back to:

Payroll Department,  
Essex Police, PO Box 2, Springfield, Essex, CM2 6DA

You can nominate any amount you wish to donate and it will be deducted monthly. If you select this option the donation will be deducted from your gross pay/pension, so you will receive tax relief on the amount specified. This tax relief will be automatically calculated by the Payroll Department and will reduce the amount of tax you pay.

If you wish to cease making the donation in the future you would need to contact Payroll Department at the above address or call 101.