**Giveall Business Charity Account registration**

Setting up your Business Charity Account(s) on Giveall is very simple.

**First and foremost: please note two things:**

1. You must be a person authorised by your organisation to register it with Giveall.

2. Each charity chosen will be checked and will have to comply with current Anti-Money Laundering Regulations so that you can feel confident that funds are going to legitimate charitable organisations.

**Step 1**

Complete the Authorisation Letter (see page 2) confirming the names of the Administrator and the two Authorised Contacts. Once printed on to a letterhead it must be signed by your CEO or FD.

An Administrator has control of the Business Charity Account(s) and creates the transfers to the chosen charities. The two Authorised Contacts will be sent an email when a transfer to a charity is set up and will need to click on a link to approve the transaction.

**Step 2**

Complete and sign the Direct Debit Mandate (see page 3).

**Step 3**

Post the signed Direct Debit Mandate and the Authorisation Letter to our office at:

**Giveall2Charity, Bank House, 81 St Judes Road, Englefield Green, Surrey, TW20 0DF**

**Step 4**

If they don’t already have one, the appointed Administrator must register and set up a User Account on the Giveall website. To do this, go to [www.giveall.org](http://www.giveall.org) and click the “Register” button at the top of the home page. Complete the user registration wizard in 5 quick steps. This will create the “User Account” but note, they will not be logged in yet.

Once they have clicked the activation link sent in the Email Verification email, they should then email payrollgiving@giveall.org and let us know which Business Charity Account to assign to them.

[Insert organisation’s letter head]

Payroll Giving Team

Giveall2Charity

Bank House

81 St Judes Road

Englefield Green

Surrey

TW20 0DF

[Insert date]

Dear Sir/Madam,

Re: [insert Company Name.]

Please tick the box next to the type of account(s) you would like to set up. If applying for more than one type of Account and the Administrator and/or the Authorised Contacts are to be different on each Account then please complete separate Authorisation Letters.

We would like to setup a:

**Staff Charity Account**

**Employer Charity Account**

**Company Charity Account**

We advise you that [insert name of User Administrator] has been appointed as our Administrator and will be responsible for issuing transfers from the account.

We also advise that the following two people have been given permission to act as Authorised Contacts and will authorise all transfer out of the account.

Contact #1: [insert name of Authorised Contact]

Email Address: [insert email address of Authorised Contact]

Contact Number: [insert contact number of Authorised Contact]

Contact #2: [insert name of Authorised Contact]

Email Address: [insert email address of Authorised Contact]

Contact Number: [insert contact number of Authorised Contact]

Many thanks.

Yours sincerely,

[Insert name of CEO or FD]

[Organisation’s name]

**GIVEALL SERVICES LIMITED**

|  |  |  |
| --- | --- | --- |
|  |  | Instruction to yourbank or building societyto pay by Direct Debit |
| **Please fill in the whole form using a ball point pen and send it to:** |  |  |
| Giveall Services LimitedBank House81 St Judes RoadEnglefield GreenSurreyTW20 0DFUnited Kingdom |  |  |  |  |  |  |  |  |  |  |
|  |  |
|  |  |
|  |  |
|  | **Service user number** |
|  | **4** | **3** | **5** | **3** | **1** | **6** |  |  |  |
|  |
| **Name(s) of account holder(s)** |  | **Reference** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Instruction to your bank or building society**Please pay Giveall Services Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Giveall Services Limited and, if so, details will be passed electronically to my bank/building society. |
| **Bank/building society account number** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Branch sort code** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Name and full postal address of your bank or building society** |  |
| To: The Manager | Bank/building society |  |
|  |  |
| Address |  | Signature(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Postcode |  | Date |
|  |  |  |
|  |  |  |
| Banks and building societies may not accept Direct Debit Instructions for some types of accountDDI2 |

This guarantee should be detached and retained by the payer.

|  |
| --- |
| TheDirect DebitGuarantee |
| * This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
 |
| * If there are any changes to the amount, date or frequency of your Direct Debit Giveall Services Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Giveall Services Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
 |
| * If an error is made in the payment of your Direct Debit, by Giveall Services Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society

– If you receive a refund you are not entitled to, you must pay it back when Giveall Services Limited asks you to |
| * You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

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