



This payroll giving form provides essential information to enable you to set up the payroll giving with your employer, and to enable us to administer and track your gift. Please refer any queries to Mrs Pippa Blackstone, Development Director.

SECTION A: Donor Information – Please complete this section

Title Full name

Address

Address Post code

Telephone Mobile

Email

Connection to TGS (including student name and year).....

SECTION B: How would you like TGS to use your gift?
You can use payroll giving to support TGS and specific projects in School – please talk to us for more information.

School Fund/Facilities Development/Other (please specify)

SECTION C: Information for Tonbridge Grammar School and your Employer

Employer Name and Address:

Amount to be deducted from my gross salary: Monthly/Yearly/Other (please specify): £.....
Your gift is deducted from gross salary, before deduction of income taxes. TGS does not claim Gift Aid on payroll gifts.

My employer matches my donation: Monthly/Yearly/End of tax year/Does not match/Other.....

Date of first payroll deduction:

Date of final payroll deduction: or until further notice.

Payroll Scheme Agent is: Charities Aid Foundation / Charities Trust / Charitable Giving/please specify
Schemes are strictly regulated and your gift will be paid to TGS via an approved Agent. Your gift will take a few weeks to reach TGS.

Any other Information

SECTION D: Information for your Employer – Please contact your employer directly to set up payroll giving.

Charity: Tonbridge Grammar School

HMRC Gift Aid exempt reference: XT33074

DfES URN: 136417

The School is recognised by HMRC but is not a registered charity. The School claims gift aid as an exempt charity.

Giving to a charity through your payroll is tax efficient: The tax relief you get depends on the rate of tax you pay. Find out more: www.gov.uk/donating-to-charity/donating-straight-from-your-wages-or-pension

We will keep your details and any correspondence private, and will not share them with other organisations. We will not advertise the details of your gift. TGS will hold your details and contact you from time to time. Please let us know if any details relevant to this payroll gift change.

Your Signature Date

Thank you for supporting Tonbridge Grammar School.

Please return the completed form to: Mrs Pippa Blackstone Director of Development and Alumni Relations
 Tonbridge Grammar School, Deakin Leas, Tonbridge TN9 2JR.
 Web: www.tgs.kent.sch.uk/development-office Email: pippablackstone@tgs.kent.sch.uk Tel: 01732 365125 x 221