



# Sending In Your Donations



Thank you for sending your donation to the PSP Association; every penny you raise makes a difference to people living with PSP and for this we are truly grateful.

Please send all monies raised to us within 4 weeks of your event taking place. If 4 weeks has passed and you still have more monies to collect, then just let us know.



## There are several ways that you can send your donations to us:

- ✓ Pay the money into your bank account and send a cheque made out to The PSP Association.
- ✓ Take the money to your nearest Post Office, buy a postal order and make this out to The PSP Association.
- ✓ Pay the money into your bank account and then transfer the money to The PSP Association using your credit or debit card. We will need the following details:

Card Number

Card Type (Master Card / Visa / Switch (Maestro))

Card Start Date and Expiry Date

Card Holder Name

Card Issue Number (if applicable)

Please do not send cash through the post.

**Please send your donations to: The PSP Association, PSP House  
167 Watling Street West, Towcester, Northamptonshire NN12 6BX**

## Gift Aid *giftaid it*

Under the government's Gift Aid scheme, all donations made by UK tax payers are worth approximately 25% more (i.e. for every £1 you donate, we can reclaim 25p)

There are certain requirements for us to collect Gift Aid:

- The donor must pay income tax or capital gains tax at least equal to the amount of tax the PSP Association reclaims on their gift
- Each donor must CLEARLY include their name, address and postcode with their donation and
- The donor must include a signed statement with words to the effect of: "I want this donation and all future donations to be treated as Gift Aid until I notify you otherwise"
- On sponsorship forms the Gift Aid box must be ticked accordingly
- On sponsor forms, the sponsorship money submitted to the PSP Association should correspond exactly with the amount shown as "collected" on the sponsorship form. If it doesn't then we are unable to claim ANY of the Gift Aid.

**For more information, email [events@pspeur.org](mailto:events@pspeur.org) or call us on 01327 322419**