



## **Charitable Donations to Support Aston University Students – Via The Flexible Benefits Scheme**

You can use the Salary Conversion Scheme to support Aston University Students and also achieve a reduction in your tax and national insurance contributions..

### **Salary Conversion Scheme**

In this case, you must agree to give up a set amount of your salary each month, for a minimum of 12 months, after which you will have the choice whether or not to contribute to the scheme.

Therefore you should consider this decision carefully before proceeding.

Please see the Flexible Benefits General FAQs for more details on salary conversion, and any impact on state benefits, such as your state pension and statutory payments. These details can be found at <http://www1.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allId=67715>.

You may elect to give up either a percentage of your salary or a fixed amount per month. However, in order to participate, your Base Pay must meet the criteria set out in the aforementioned FAQs.

If you are interested in participating in the Salary Conversion Scheme, please complete, sign and return the Form below



## Aston University – Charitable Donations Salary Conversion Opt In Form

### (A) Personal Details:

Full Name:

Payroll Number:

National Insurance Number:

### (B) Salary Conversion:

I confirm that I have read the Aston University Charitable Donations paper and the Flexible Benefits General FAQs and that I would like to participate in Salary Conversion in conjunction with Charitable Donations. I understand that completing this form constitutes a change to my terms and conditions of employment. I understand that I will not be permitted to revise my decision until 12 months following the date, I joined the scheme or at a qualifying “lifestyle event”.

(Please tick one box and complete the details requested):

A)  \_\_\_% Of my salary per month

B)  £\_\_\_ per month

### (C) Expression of Wish:

I hereby request that the University considers making a charitable contribution equal to the sum of the amount of my salary (as indicated in part B above) to the Aston University Annual Fund.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this signed and dated form to the Human Resources – Payroll Department.