



GIVING SOMETHING BACK GUIDELINES:

Match Funding Request Form (for non-UK employees)

Once you have donated funds to your chosen charity/ies or charitable cause/s, gather the following documents to support your claim:

- Confirmation letter from your charity (on their letter headed paper), stating your name, the activity you were involved in and how much they received from you in support, along with a copy of your payment (i.e. bank statement or receipt).
- Copy or screen grab of your online sponsorship page (if used), showing your final fundraising total.
- This must be in an employee's name only and not part of a group of non-employees.
- Any photographs and a short paragraph to show how you got involved in the fundraising event.

Send all documents with this completed application form to community@bibbylinegroup.co.uk

Name of employee:

Contact Number:

E-mail address:

Company & Location:

Fundraising event you took part in:.....

Date of event:

Amount raised (in your currency):

Name of charity/ies supported:.....

CHARITY/BUSINESS Account Details: (delete as appropriate)

Name of Account:.....

Name of bank:.....

Account number:

Swift code:.....

IBAN number:.....

(please ensure the international transfer code is included)

If the amount you are requesting is less than 500 GBP* it will be held until your office has submitted enough requests to reach this total. If you are not sure if your office has set up a charitable account, please contact the GSB team directly.

** To incur less overseas charges, we wait until the amount is more than 500 GBP before transferring the match to an account.*

