

# Memo

**From:** Michelle Cornish

**Dept:** Community Team

**Ext:** 323062 (01707 913 062)

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**re: 20% top up on Staff fundraising**

Thank you for enquiring about the 20% top-up.

The process for claiming the 20% is as follows:

- All 20% top up forms need to be sent in the post to the address on the form. No email copies will be accepted.
- Collect all sponsorship monies and bank it with the charity. We are no longer accepting cheques from colleagues.
- Obtain a receipt from the bank or a letter from the charity and send with your Fundraising Return Form.
- Please include the BACs details of the charity on your form. This should include: Bank Name, Bank Account Number and Sort Code. The payment for the top up will be paid through BACs directly to the charity. We are no longer issuing cheques.
- If you have collected sponsorship through JustGiving, please include a copy of your JustGiving web page with your Fundraising Return. The form will be returned if this is not included.
- Complete the attached colleague Fundraising Return Form.

Thank you.

**Michelle Cornish**  
**Community Team**

**TESCO STORES LIMITED  
CHARITABLE ACTIVITIES 20% TOP-UP**

**Colleague FUNDRAISING RETURN**

First name \_\_\_\_\_ Surname \_\_\_\_\_

Title (Mr, Ms, Miss, Mrs) \_\_\_\_\_ Job Title \_\_\_\_\_

Name of Tesco store/Distribution Depot/HO Dept/RSA Group \_\_\_\_\_

\_\_\_\_\_

Store No. \_\_\_\_\_ Region No. \_\_\_\_\_

Work address (in full) \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

**I raised money for the following charity:**

\_\_\_\_\_

**for: £** \_\_\_\_\_

**How did you raise the funds?** \_\_\_\_\_

**Please provide BACs details of the charity:**

**Name of Bank:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Sort Code:** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

**Please send this Colleague Fundraising Return Form with your Justgiving page/charity receipt/letter to: Michelle Cornish, Group Communications, Tesco House, Shire Park, Kestrel Way, Welwyn Garden City AL7 1GA**

**FOR OFFICE USE ONLY**

Date website schedule/charity acknowledgement received: \_\_\_\_\_

Amount website/charity receipt £ \_\_\_\_\_

+ 20% top-up £ \_\_\_\_\_

Total money raised £ \_\_\_\_\_