

# Payment Slip



v.2b — June 2020

## Build Home Kenya 2021

Project Dates	
Group Name	

Item	Amount
CHEQUE made out to "Amor Europe"	
CAF vouchers or CAF cheques	
other payments	
<b>TOTAL ENCLOSED</b>	

For office use only...	
date	
donation	
Gift Aid claimed	
<b>TOTAL</b>	

Before you send in your donation please check that you have done the following:

Action	I've done it!
to make the payment...	
<ul style="list-style-type: none"><li>enclosed one cheque made payable to "Amor Europe"</li></ul>	
<ul style="list-style-type: none"><li>written your group name on the back of the cheque</li></ul>	
<ul style="list-style-type: none"><li>updated your own financial records</li></ul>	
<ul style="list-style-type: none"><li>emailed your updated spreadsheet to our finance department « <a href="mailto:dkellers@amor.org">dkellers@amor.org</a> »</li></ul>	
to enable tax to be reclaimed under Gift Aid...	
<ul style="list-style-type: none"><li>for each donation with Gift Aid, include the <b>Donation Slip</b> or the <b>Sponsor Form</b></li></ul>	
<ul style="list-style-type: none"><li>for each donation with Gift Aid, check <b>name</b>, <b>address</b>, and <b>postcode</b> of the donor are filled in</li></ul>	
<ul style="list-style-type: none"><li><b>note</b>: these forms must be submitted at the same time as the donation</li></ul>	
to get a receipt...	
<ul style="list-style-type: none"><li>enclosed a stamped self-addressed envelope</li></ul>	

Send this form with your payment to:

- Amor Europe Finance, Dawn Kellers,  
21 Aspen House, West Terrace,  
FOLKESTONE, CT20 1TH