**Royal Mail Collection Tin form**

Please complete this form and return to [Royalmail@actionforchildren.org.uk](mailto:Royalmail@actionforchildren.org.uk)

1. **Details**

|  |  |
| --- | --- |
| **Royal Mail Office Address:** |  |
| **Date counted:** |  |
| **Employee Name & Role** |  |

1. **Collection Tin Financial Record -** Funds must be counted in the presence of the named employee (above) and one other person, this person is referred to as the independent person below.

|  |  |
| --- | --- |
| **Box No.** | **Amount** |
|
|  | **.** |
|  | **.** |
|  | **.** |
|  | **.** |

**Declaration of independent person:** I certify that to the best of my knowledge and belief the above is a true account of the proceeds.

**Signature of Independent Person:** ………………………………………………………………….

**Print Name:** ……………………………………………………. **Date:** ……………………………………

1. **Online Payment Information**

|  |  |
| --- | --- |
| **Date payment made online:** |  |
| **Payment reference:**  **(Please use this when donating online)** | **[site name]** *e.g. Medway collection tin* |