

How to pay in your Offline Sponsorship

There are three ways to do this:

1. CHEQUE: Collect up all the money you have raised, and pay it into your bank. You can then send a **cheque** made payable to “King’s College Hospital” *along with any sponsorship forms you have completed* .

Please send to **Emily Simms, Fundraising and Supporter Development, King's College London, Virginia Woolf Building, 22 Kingsway, London WC2B 6LE.**

Please write your name and Royal Parks Half Marathon on the back so that we can make sure that it goes against your fundraising total.

2. PHONE: Collect up all the money you have raised, and pay it into your bank. You can then call 020 7848 4701 and pay the total amount **over the phone**. You can then send us any completed sponsorship forms via post or email so that we are able to claim the gift aid.

3. ONLINE GIVING PAGE: Collect up all the money you have raised, and pay it into your bank. You can then pay this amount **onto your online fundraising page** if you have one, although *please be aware that we will not be able to claim gift aid if you make the payment onto your own page.*

If you've raised your funds online via Justgiving or Virgin Money Giving there's nothing else you need to do as the funds are transferred directly to the hospital weekly. Be sure to add in any money you've paid in offline as 'offline sponsorship' on your page so your friends and family can see how well you're doing!

Collection tins

If you have a collection tin, we ask that you please empty it and pay the funds directly into your account and then follow the instructions above to pay it in.

