



## FRIENDS OF THORNDEN SCHOOL GIFT AID DONATION SCHEME

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**Please complete and sign the Gift Aid declaration below as well as the Standing Order Mandate on Page 2, then return both forms to Reception at Thornden School marked for the attention of the FOTS Treasurer.**

ON BEHALF OF **ALL** THE PUPILS OF THORNDEN SCHOOL, THANK YOU FOR YOUR GENEROSITY.

### Gift Aid Declaration – For a Regular Donation by Standing Order

Name of Charity: Friends of Thornden School    Registered Charity Number: 1035127

I wish to make a regular gift-aided donation of £ ..... per month/quarter/year.

I wish to make a single gift-aided donation of £..... (Please enclose a cheque made payable to Friends of Thornden School)

I am not a tax payer but I would like to make a donation of £.....

(Please delete as appropriate)

Please treat as Gift Aid donations all qualifying gifts of money made today and in the future until I notify you otherwise.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of gift aid claimed on all my donations in that tax year it is my responsibility to pay any difference. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

#### Details of Donor

Title: ..... Forename(s) : ..... Surname: .....

Home Address : .....

.....

Postcode: .....

Signature: .....

Date: .....

Email.....

Notes: This page will be kept securely by the FOTS treasurer for a minimum of 6 years in line with current HMRC gift aid rules. Your email address will be used and kept solely in the administration of the scheme and will not be shared with 3<sup>rd</sup> parties. You can cancel this declaration at any time by notifying the charity. If, in the future, you change your name or address or if your circumstances change and you no longer pay sufficient tax on your income and/or capital gains to qualify for Gift Aid, please notify the charity. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HMRC to adjust your tax code



## FRIENDS OF THORNDEN SCHOOL GIFT AID DONATION SCHEME

### Standing Order Mandate

Name of Charity: FRIENDS OF THORNDEN SCHOOL

Registered Charity No: 1035127

To: ..... (Your Bank/Building Society)

Address: .....

.....

Postcode: .....

Please pay to National Westminster Bank, Eastleigh(A) Branch, 34 Southampton Rd, Eastleigh, SO50 9XN for the credit of:

Friends of Thornden School, Sort code: 52-21-18, Account No: 06162525

Quoting the Reference Number below (FOTS will complete this)

The sum of £.....amount in words.....

\*a) Monthly on the .....day of each month

\*b) Quarterly on the .....day of .....,....., ..... (months)

\*c) Annually on the .....day of ..... (month)

Starting on ...../...../..... (date), until further notice

Signature: .....Date: ...../...../.....

Title: ..... Full Name: .....

Sort Code: ..... Account Number: .....

Reference No: ..... (for FOTS use only)

### Notes:-

Please insert the name and address of your bank

Insert the amount you wish to give, and the times of payment, deleting a), b), c) as appropriate

Please give a start date, allowing 4 weeks for your bank to process the form