

Direct Debit Donation Form

Please complete the relevant sections in block capitals and return it to the University at the address overleaf.

Your Details

Title and Full Name

Address

Postcode

Regular Gift - Direct Debit

I wish to make a monthly donation of £5 £10 £20 £30 £50 commencing on 01 / /

Instruction to your Bank or Building Society to pay by Direct Debit

Please return in the reply envelope provided to the address below:

**Development Office,
University of Hertfordshire,
College Lane, Hatfield, Herts, AL10 9AB**



Service User Number

Reference (Number)

Name and full postal address of your
Bank/Building Society:

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Instruction to your Bank or Building Society

Please pay the University of Hertfordshire Charitable Trust Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the University of Hertfordshire Charitable Trust and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit instructions for some types of accounts

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Gift Aid declaration – for past, present & future donations

**Name of charity: THE UNIVERSITY OF
HERTFORDSHIRE CHARITABLE TRUST**

Please treat as Gift Aid donations all qualifying gifts of money made

today in the past 4 years in the future

Please tick all boxes you wish to apply.

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 that I donate to will reclaim on my

gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that using Gift Aid means that for every pound I give the University of Hertfordshire will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Donor's details

Title

First name or initial(s)

Surname

Full home address

Postcode

Date

Signature

Please notify the charity if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.

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 HM Revenue and Customs to adjust your tax code.

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The University of Hertfordshire Charitable Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The University of Hertfordshire Charitable Trust to collect a payment,

confirmation of the amount and date will be given to you at the time of the request

- If an error is made in the payment of your Direct Debit, by The University of Hertfordshire Charitable Trust or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when The University of Hertfordshire Charitable Trust asks you to

- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



Notes on the Gift Aid Scheme

1. If your declaration covers donations you make in the future, please notify The University of Hertfordshire if you change your name or address while the declaration is still in force.
2. You can cancel the declaration at any time by notifying The University of Hertfordshire Development Office – it will then not apply to donations you make on or after the date of cancellation or such later date as you specify.
3. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 25p for each £1 you give).
4. If in future your circumstances change and you no longer pay tax on your income and capital gains equal to that tax that the charity reclaims, you can cancel your declaration (see note 1).
5. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
6. If you are unsure whether your donations qualify for the Gift Aid tax relief, ask the Development Office on 01707 281310.

Please notify us of any change of address details or circumstances that may affect your Gift Aid Declaration.

Thank you for your kind support

Contact Details

**University of Hertfordshire
Development Office**

MacLaurin Building
College Lane
Hatfield
Hertfordshire
AL10 9AB

Tel: 01707 281310

Email: Development@herts.ac.uk