

# University of Hertfordshire **UH**

## Direct Debit Donation Form

Please complete and return this form to: Development and Alumni Relations, University of Hertfordshire, Hatfield, Hertfordshire AL10 9AB.

### Your Details

Title and full name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

### Regular Gift – Direct Debit

I wish to make a monthly/quarterly/annual donation of £5 £10 £25 £50 other amount \_\_\_\_\_ commencing on 01/\_\_\_/\_\_\_\_\_

**Instruction to your bank or building society to pay by direct debit**

Please return this form to the address below:  
 Development and Alumni Relations  
 University of Hertfordshire  
 Hatfield  
 Hertfordshire AL10 9AB

Name and full postal address of your bank/building society:  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of account holder(s)  
 \_\_\_\_\_

Bank/building society account number  
 \_\_\_\_\_

Branch sort code    \_\_\_\_\_

Service User Number  

4	3	2	0	1	2
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Reference (number)  

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Instruction to your bank or building society  
 Please pay the University 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 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.



**Gift Aid declaration – for past, present & future donations**

Please treat as Gift Aid donations all qualifying gifts of money made:  
*(please tick all boxes you wish to apply)*

Today   
  In the past 4 years   
  In the future

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 25p of tax on every £1 that I give.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**This guarantee should be detached and retained by the Payer**

### The Direct Debit Guarantee

- The 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 will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the University 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 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 asks you to. You can cancel a direct debit at any time by simply contacting your bank or building society. Written notification may be required. Please also notify us.
- The Guarantee covers direct debit payments. It cannot be used to address contractual disputes between you and the University.

## Notes on the Gift Aid Scheme

1. If your declaration covers donations you make in the future, please notify the University 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 Development and Alumni Relations, University of Hertfordshire – it will not then 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 Development and Alumni Relations 01707 284478.

Thank you for you kind support

## Contact Details

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Development and Alumni Relations  
University of Hertfordshire  
Hatfield  
Hertfordshire  
AL10 9AB

**Tel:** 01707 284478  
**Email:** [development@herts.ac.uk](mailto:development@herts.ac.uk)

Under the **Data Protection Act (1998)**, UH Development and Alumni Relations will hold your personal information securely and in line with the University's Policies and Regulations (UPRs) in particular UPR IM08 - Data Protection and UPR IM16 - Data Management Policy, and it will not be passed to a third party. The information provided may be used for events programmes, alumni activities, fundraising programmes and for the promotion of benefits and services which may involve an element of direct marketing. If you do not wish your information to be used in this way, please write to: Development and Alumni Relations, University of Hertfordshire, Hatfield, Hertfordshire AL10 9AB. Alternatively, you can email us at: [development@herts.ac.uk](mailto:development@herts.ac.uk).