

THANK YOU FOR YOUR SUPPORT

Please complete this form as follows and return to:

Foundation Office, Lancing College, Lancing, West Sussex BN15 0RW

- For regular donations by Direct Debit please complete sections 1 and 3
- For single donations please complete sections 1 and 2

SECTION 1: YOUR DETAILS

Name

Home address

..... Postcode

Telephone Mobile

Email

DECLARATION

I would prefer my gift to be anonymous.

I am happy for my support to be acknowledged in publications.

I would like my name to appear as: (e.g. Mr & Mrs Smith, The Smith Family)

Lancing Foundation would like to keep you informed on the progress of this appeal and other news and activities. Tick here if you would prefer us to contact you by:

Post Email Phone

You may change your mind about your preferred method of contact at any time in the future.

SECTION 2: SINGLE DONATIONS

I would like to make a single donation of £

I enclose a cheque made payable to Lancing College Ltd Foundationers.

By BACS transfer REFERENCE

Lancing College Ltd Foundationers, Barclays Bank, 1 Churchill Place, London

Sort code: 20-65-82 Account: 03301826 SWIFT BIC: BARCGB22 IBAN: GB28BARC 206582 10233137

GIFT AID DONATIONS

If you are a UK tax payer you can boost your donation by 25p for each £1 you donate.

Please tick the box below:

I am a UK taxpayer. Please treat all donations I make or have made to Lancing Foundation for the past 4 years as Gift Aid donations until further notice.

I 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. Please let us know if you want to cancel this declaration, change your home address or no longer pay sufficient tax.

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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.

SECTION 3: REGULAR DONATIONS BY DIRECT DEBIT

I pledge to make a regular gift of:

£100 £500 £1,000 £1,500 OTHER £

per month per quarter per year Start date

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form using a ballpoint pen

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

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

To the Manager: Bank/Building Society

Address:

Postcode:

Signature(s) Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

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 Lancing College LTD will notify you within 10 working days in advance of your account being debited or as otherwise agreed. If you request Lancing College 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 Lancing College LTD 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 Lancing College LTD 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.



FOR LANCING COLLEGE LTD OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Service User Number: 433375

Reference Number:

Instruction to your bank/building society
Please pay Lancing College LTD 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 Lancing College LTD and, if so, details will be passed electronically to my bank/building society.