



FRIENDS OF THORNDEN SCHOOL GIFT AID DONATION SCHEME: STANDING ORDER

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

Standing Order Mandate

Name of Charity: FRIENDS OF THORNDEN SCHOOL
Registered Charity No:1035127

To:(Your Bank/Building Society)

Address:(Your Bank's address)
.....

Postcode:

Please pay to National Westminster Bank, Southampton (B) Branch, 68 Above Bar St, Southampton, SO14 7DS 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 theday of each month

*b) Quarterly on theday of,.....,..... (months)

*c) Annually on theday 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 future start date, allowing 4 weeks for your bank to process the form

*If you have internet banking and would prefer to set up your own standing order online rather than having the FOTS treasurer organise it, please create your own donation reference number in the format FOTS+GA(if you are gift aiding) +year and month your donations started e.g. FOTSGA2409 as this helps to distinguish it from other payments.

Please still return a paper copy of the gift aid form below to reception for the Treasurer's records for HMRC. Thank you

FRIENDS OF THORNDEN SCHOOL DONATION SCHEME: GIFT AID DECLARATION



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)

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 3rd 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.