

Hitchin Girls' School Charitable Trust

Standing Order Mandate & Gift Aid Declaration



Please complete this form to set up a **Standing Order** to make a regular donation to the Trust. The form is also a **Gift Aid Declaration** which allows us to reclaim Gift Aid on amounts given to the Trust. Your support in completing this form and returning it to us is very much appreciated.

The completed form should be sent to: Hitchin Girls' School Charitable Trust, Highbury Road, Hitchin, Herts, SG4 9RS.

Please do not send this to your bank.

| | | | |
|--|--|---------------------------|---|
| To the Manager Name of your Bank or Building Society | | | |
| Bank address | Post Code: | | |
| Please make the following payment by standing order, cancelling any previous instructions to this payee: | | | |
| Pay to Account Number | Barclays Bank plc, Hitchin 43858839 | Sort Code Account name | 20-41-12 Hitchin Girls' School Charitable Trust |
| I wish to donate (amount) | £ 20.00 | Amount in words | Twenty pounds |
| Date of First Payment | 6/ 10 / 2023 | Frequency | Annually |
| Date of Final Payment | | or until further notice | |
| Payment reference (surname & initial of student if applicable) | | | |
| Name of your account | | | |
| Branch Sort code | | Bank Acc No. | |
| Signed | | Date | |
| Name (Block Capitals) | | | |
| Address | | Postcode | |

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I would like Hitchin Girls' School Charitable Trust to treat all gifts of money that I have made in the past 4 years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

Please tick ✓

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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 (CASCs) 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 the charity will reclaim 25p of tax on every £1 that I give.

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.

Signed:

Date: