

Your Details

Title _____ First Name _____ Surname _____
 Address _____
 City/Town _____ County _____ Postcode _____
 Email _____
 Telephone _____ Mobile _____

I would like my gift to support (please choose one)

- Greatest Needs Library Development Sports Development Bedford Scholarships
 11 Bedford Square Renovation Student Opportunities (Scholarships and Internships)
 Buy a Brick (please include your 32 characters text to go on the brick)

I would like to make a regular gift of

£5 £10 £15
 £20 £50 Other £ _____
 per month quarter year
 starting on ____ / ____ / ____ until further notice
 Please complete the direct debit form below.

I would like to make a single gift of

£100 £500 £1,000 Other £ _____
 I enclose a Cheque Charity Voucher

I would like to receive information on leaving a gift in my will via

- Post
 Email
 Phone

Make the most of your gift

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- I wish this donation and all donations in the future to be treated as Gift Aid Donations until I notify you otherwise. 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 (currently 25p for every £1). I am aware that other taxes such as Council Tax and VAT do not qualify.

- If you are a higher rate taxpayer, you will obtain further tax relief by including donations on your Self Assessment tax return. Since 6 April 2008, you can also nominate Royal Holloway and Bedford New College to receive this higher rate relief on your tax return.

- You may cancel this declaration at any time by letting us know in writing. Please also notify us of any changes in your name or address whilst this declaration is in force.

- If you are not a taxpayer, do not sign this declaration. If in the future, your circumstances change and you no longer pay sufficient tax, you can cancel your declaration.

Signature _____

Date _____

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



Please fill in the whole form using a ball point pen and return it to Development and Alumni Relations, Royal Holloway, University of London, Freeport TK1338, Egham, Surrey TW20 0BR

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank and Building Society

To: The Manager Address: _____ _____ _____ Postcode _____	(Bank or Building Society)
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Service User Number

6	7	7	7	2	2
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Instruction to your Bank or Building Society

Please pay Royal Holloway and Bedford New College a Direct Debit 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 Royal Holloway and Bedford New College and if so, details will be passed electronically to my Bank/Building Society.

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

Signature
Date:

Reference Number - Official Use Only

1	1	1	2								
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- We will send you news and updates about the College and Development and Alumni activities. Please tick this box if you do **not** wish to hear from us.
 We have introduced Giving Circles to recognise your support, which will be published in Higher magazine, the annual report and the website. If you would like your gift to remain anonymous, please tick this box.

The Direct Debit Guarantee - This Guarantee should be detached and retained by the payer



- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- The efficiency and security of the scheme is monitored and protected by your own bank or Building Society
- If there are any changes to the amount, date or frequency of your Direct Debit, Royal Holloway and Bedford New College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Royal Holloway and Bedford New 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 Royal Holloway and Bedford New College 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 asked by Royal Holloway and Bedford New College.
- You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Please also send a copy of your letter to Royal Holloway and Bedford New College.