

HBH Foundation Regular AP Donation Form

I am happy to support the Hamilton Boys' High Foundation Trust with a regular donation.

Name: _____

Address: _____

Email: _____

Mobile phone: _____ Home phone: _____

Please complete this form so that we can update our records and provide an annual receipt of donation for tax purposes.

E mail to foundation@hbhs.school.nz or post to: Hamilton Boys' High Foundation, Private Bag 3201, Hamilton

Details of Donation

I wish to make the following donation, and have completed the required steps to set up an online payment, of...

\$_____ paid fortnightly starting from Wednesday____/____/____

\$_____ per month paid on the 1st of the month

\$_____ per month paid on the 20th of the month

To set up your automatic payment please use the following information;

- Click on the "set up automatic payment" tab on your online banking
- Enter the Amount you wish to donate
- Enter the date for the payment to be made (for monthly donations we appreciate 1st or 20th of the month)
- Tick the frequency of payment box
- Tick to repeat until further notice
- Details on your statement – complete this section with whatever makes sense to you
- Details on their statement – please use the format detailed below

Particulars: ***first initials and surname***

Code: ***the year you started at HBHS***

Reference: ***Donation***

eg:

Particulars: ***B G Smith***

Code: ***1987***

Reference: ***Donation***

The HBH Foundation bank account is 02-0316-0442307-000

If you wish to discuss your donation please contact Ali Mallett at foundation@hbhs.school.nz or on 853.0440 ext 2408.

Gift Recognition

Please write the name you would like acknowledged. *You may wish your gift to be recognised in a name other than your own, for example your son or another family member.*

Name to appear on Donations register: _____

Please tick the box if you do not wish your donation to be publically acknowledged.

Please remember to complete this form and return it to the Foundation so we can acknowledge and provide a receipt of your donation for tax purposes. Donation receipts will be sent out annually in February.

Please remember to SAVE the completed form before E mailing to foundation@hbhs.school.nz

or post to: Hamilton Boys' High Foundation, Private Bag 3201, WMC, Hamilton 3240.

Thank you for your generous support which is vital to the future of Hamilton Boys' High School.

foundation@hbhs.school.nz