

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	<input style="width: 100%;" type="text"/>		
Name of your Bank or Building Society	<input style="width: 100%;" type="text"/>		
Bank address	<input style="width: 100%;" type="text"/>		Post Code:
Please make the following payment by standing order, cancelling any previous instructions to this payee:			
Pay to	Barclays Bank plc, Hitchin	Sort Code	20-41-12
Account Number	43858839	Account name	Hitchin Girls' School Charitable Trust
I wish to donate (amount)	<input style="width: 150px;" type="text"/>	Amount in words	<input style="width: 200px;" type="text"/>
Date of First Payment	<input style="width: 150px;" type="text"/>	Frequency	<input style="width: 150px;" type="text"/>
Date of Final Payment	<input style="width: 150px;" type="text"/>		
Payment reference (surname & initial of student if applicable)	<input style="width: 350px;" type="text"/>		
Name of your account	<input style="width: 620px;" type="text"/>		
Branch Sort code	<input style="width: 150px;" type="text"/>	Bank Account Number	<input style="width: 250px;" type="text"/>
Signed	<input style="width: 280px;" type="text"/>	Date	<input style="width: 350px;" type="text"/>
Name (Block Capitals)	<input style="width: 650px;" type="text"/>		
Address	<input style="width: 640px;" type="text"/>		
	Postcode		

	<p>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.</p>	<p>Please tick v</p> <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div>
<p>You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that the charity will reclaim on your gifts for that tax year.</p> <p>Please notify the charity if you:</p> <ul style="list-style-type: none"> Want to cancel this declaration Change your name or home address No longer pay sufficient tax on your income and/or capital gains <p>Tax claimed by the charity</p> <ul style="list-style-type: none"> The charity will reclaim 25p of tax on every £1 you give on or after 6 April 2008 The Government will pay to the charity an additional 3p on every £1 you gave between 6 April 2008 and 5 April 2011. This transitional relief for the charity does not affect your personal tax position. 		
<p>If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.</p>		<p>Signed: <input style="width: 100%;" type="text"/></p> <p>Date: <input style="width: 100%;" type="text"/></p>