



Class Gift

I would like to invest in the future of Cass Business School

PART 1 – Name and Address Details

Name _____ Home address _____

Telephone _____ Email _____

Course studied _____ Class of _____

Please treat this donation as anonymous and do not acknowledge it in any publications.

PART 2 – Regular Gift

Please complete the details below and the Direct Debit Mandate on the reverse of this page.

Here is my regular gift to Cass Business School of:

£100 £50 £25 £10 other amount £ _____

per month per quarter per year for a period of _____ years or until further notice

date you would like your gift to commence _____ (either 1st or 15th of the month)

Signature **X** _____ Date _____

Please send me information on remembering Cass Business School in my Will.

PART 3 – One-off Gift

Here is my one-off gift to Cass Business School of:

£100 other amount £ _____

I enclose my cheque/CAF voucher (made payable to Cass Business School*) or please debit my MasterCard/Visa/Switch/Visa Delta card no:
(*US taxpayers please make cheques payable to Friends of City University (London), Inc.)

Security code

Name on card _____ Billing address of card* _____
(*if different from home address)

Start date _____ Expiry date _____ Issue no (if applicable) _____

Signature **X** _____ Date _____

PART 4 – Make my gift go further:

If you are a UK taxpayer, please sign below so we can claim 25p for every £1 you give through the Gift Aid Scheme.

giftaid it

I would like Cass Business School to claim Gift Aid on all donations I have made within the past 4 years and any donations I make in the future until further notice. I am a UK taxpayer and have paid income tax or capital gains tax at least equal to the amount of tax reclaimed from these donations.

I am NOT a UK taxpayer

Signature **X** _____ Date _____

Cass Business School, City University, 106 Bunhill Row, London EC1Y 8TZ United Kingdom T: +44 (0)20 7040 5164
E: cass-development@city.ac.uk or visit our website www.cass.city.ac.uk/development

Data Protection Act 1998 – Please read carefully:

All information is securely held in the Cass Business School Development and Alumni Relations Office and will be treated confidentially and with sensitivity for the benefit of Cass Business School.

The data is available to our international branches, faculties, academic and administrative departments, recognised alumni societies, sports and other clubs associated with the University and to agents contracted by the University for particular alumni related projects. Data is used for a full range of alumni activities, including the sending of University publications, the promotion of benefits and services available to alumni, notification of alumni events and of programmes involving academic and administrative departments. Data may also be used in fundraising programmes which might include an element of direct marketing. Under the terms of the 1998 Data Protection Act you have the right to object to the use of your data for any of the above purposes.



Please fill in the whole form using a ball point pen and send it to:

Cass Business School
Development Office
106 Bunhill Row
London EC1Y 8TZ

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

Originators Identification Number

4	2	1	3	8	2
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Name(s) of Account Holder(s)

Reference

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Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Instruction to your Bank or Building Society

Please pay City University Direct Debits 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 City University and, if so, details will be passed electronically to my Bank/Building Society.

Branch Sort Code

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Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Signature(s)

Date

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account



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.
- If there are any changes to the amount, date or frequency of your Direct Debit City University will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request City University 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 City University 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 City University asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.