

Please return your completed form to:
Development Office, Clare Hall, Herschel Road, Cambridge CB3 9AL

tel: +44 (0)1223 332 368
email: development@clarehall.cam.ac.uk
web: www.clarehall.cam.ac.uk

Your details Name: _____
Address: _____
Postcode: _____
Email Address: _____
Home Phone: _____ Mobile: _____

☐ I would like donation to remain anonymous

Gift Aid Declaration

If you are a UK taxpayer, every £1 you give with Gift Aid is worth £1.25 to the College, at no extra cost to you. All you need to do is sign the declaration below. If you are a higher rate taxpayer, you can claim tax relief in your Self Assessment tax return.

I am a UK taxpayer and wish Clare Hall Cambridge to claim Gift Aid on all donations I have made in the last four years and any future donations I make. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference. I note that I must be paying an amount of income and/or Capital Gains Tax at least equal to the amount that the College will reclaim on my donation(s) in the relevant tax year (currently 25p for every £1 donated).

Signature: _____ Date: _____

Allocation

I would like my gift to be used for:

☐ General Support ☐ Other (Please indicate) _____

Single Donations

I would like to make a gift of ☐ £50 ☐ £100 ☐ £250 ☐ £500 ☐ £1000 ☐ Other £ _____

Any gift can make a real difference, regardless of its size.

☐ I enclose a cheque / CAF cheque made payable to Clare Hall

☐ I wish to pay by credit/debit card, and authorise you to debit the amount stated above from my:

☐ MasterCard ☐ Visa ☐ Delta ☐ Switch (Issue No. _____)

Card number: _____ Expiry Date: _____

Name as it appears on the card: _____ Security number: _____

Signature: _____ Date: _____

Regular Donation - UK bank accounts only

I would like to make a gift of £ _____ per month / quarter / year (delete as appropriate), starting on the

1st / 16th of _____ (month) _____ (year) for a period of _____ years (please specify how long you would like your gift to run for). Please complete the attached Direct Debit Instructions.

Gift Aid Notes:

- You can cancel your declaration at any time by notifying the Development Office.
- If your circumstances change and you no longer pay the required amount of tax, you must cancel your declaration.
- Please notify the Development Office of any changes to your name and/or address while your declaration is active.

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

Clare Hall
Herschel Road
Cambridge
CB3 9AL

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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

Name and full postal address of your bank or building society

To: The Manager

Bank/building society

Address

Post Code

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

FOR CLARE HALL OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

Name:

Address:

Post Code

Email:

I would like to set up a Direct Debit of:

£ _____ each month / quarter / year

Please debit my Bank/Building Society account on 1/16

Instruction to your bank or building society

Please pay Clare Hall 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 Clare Hall and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

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.
- If there are any changes to the amount, date or frequency of your Direct Debit Clare Hall will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Clare Hall 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 Clare Hall 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 Clare Hall 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.