

## The Queen’s School Governors’ Appeal – Standing Order Mandate

Please complete in capital letters. This form should be returned to the school office, not directly to your bank.

To: ..... Bank  
..... Branch (Full address)  
.....  
..... Postcode

Please pay to:           The Queen’s School Governors Account  
  
                                  Barclays Bank PLC, 8 George Street, Richmond, Surrey TW9 1JU  
  
Account:           00748749  
  
Sort Code:        20-72-17

the sum of: .....  
                  (Amount in words)

payable on the same day every month/quarter/year (delete as appropriate)

starting on: ..... (date) for a period of: ..... years, or until cancelled,

and debit my/our below account accordingly.

NAME OF YOUR ACCOUNT: .....

SORT CODE: ..... - ..... - .....

ACCOUNT NUMBER: .....

Signed: .....

Date: .....

# The Queen's School Governors' Appeal – Gift Aid Declaration

*giftaid it*

## ANNUAL APPEAL GIFT AID DECLARATION:

Please delete as inapplicable:

I would like to donate to the Governors' Appeal, and I enclose a cheque for the sum of: £ \_\_\_\_\_

*or*

I would like to make regular donations to the Governors appeal and I enclose a completed

Standing Order form for donations of £ \_\_\_\_\_ each \_\_\_\_\_

## Details of Donor:

Child/Children's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

**DECLARATION BY DONOR:** I am a **UK taxpayer** and would like The Queen's School Governors' to treat all donations I make in the future (unless I notify you otherwise) as gift aid donations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Gift Aid Notes:

1. If your declaration covers donations/subscriptions you intend to make in the future:
  - a) Please notify the charity if you change your name or address.
  - b) You can cancel the declaration at any time by notifying the charity.
  
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 25p for each £1 you give).
  
3. If in future your circumstances change and you no longer pay tax equal to the tax the charity reclaims you can cancel your declaration.
  
4. If you pay tax at the higher rate you may be able to claim further tax relief in your Self-Assessment tax return.