

St Osmund's Governors' Maintenance Fund

Notes on Giving by Donation and Completing a Standing Order Mandate

Gift Aid

If you wish to make a regular donation and are a tax payer please also consider completing a Gift Aid Declaration. This will make your donation go further at no extra cost to you.

Standing Order Mandate

If you manage your banking online you can normally setup and manage regular payments yourself and do not need to complete the Standing Order Mandate. Please refer to the Mandate below for the Governors' Maintenance Fund sort code and account number of where to send your donation.

Otherwise:

Please print and complete the form in BLOCK CAPITALS and in BLACK ink. If you require assistance or advice please contact us.

Complete all the grey boxes and **take the Mandate to the school office** for processing. Particularly **important** are:

To:

Bank: Enter the name and address of the bank where your account, from which your wish your regular donation to be made, is held.

Credit Account:

Amounts: Enter in figures and words the amount of your regular donation, including pence.

Payment Date: For MONTHLY donations enter the day of the month, for YEARLY donations enter the day and month, in figures, when you wish your donation to be debited from your account. *(cross through those not applicable).

Payment Ref: Print your SURNAME. This will help our treasurer coordinate donations you make with your Gift Aid Declaration, if you have made one.

Debit Account:

Account No: Please enter your full account number. If there are not enough boxes, continue to enter any remaining values clearly using the space to the right of the last box.

Authority:

Name: Enter your full name and address.

Signature(s): Please ensure all required by your bank to operate the account sign the form.

Date: Please do not forget to date your instruction.

Note: you can cancel the Standing Order Mandate at any time by writing to your bank.

Thank you for giving to the St Osmund's Governors' Maintenance Fund by making regular donations.