



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and send it to: **Finance Department, Coloma Convent Girls' School, Upper Shirley Road, Croydon, CR9 5AS**

Service user number



Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

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Instruction to your bank or building society

Please pay Coloma Convent Girls' School 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 Coloma Convent Girls' School and, if so, details will be passed electronically to my Bank/Building Society.

Banks and Building Societies may not accept Direct Debit instructions for some types of accounts.

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Reference (Please leave blank)

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Signature(s)
Date

This is not part of the instruction to your bank or building society and must be detached by Coloma Convent Girl's School before submission to the paying bank.

DONATION DETAILS

Please GIFT AID your donation, by completing the form on page 2

New Instruction Revised Instruction (Please Tick)

Full Name and Address

Daughter's name and year group

Please tick option 1, 2 or 3 and then circle your option in no.4 to provide details about the donation you wish to make.

- 1. One-off payment by cheque (please attach).
- 2. Annual payment by Direct Debit.
Please state the amount you wish to donate £.....
- 3. Monthly payment by Direct Debit.
Please circle/state the amount you wish to donate
£30 **£40** £50 Other £.....
- 4. Please circle the month you would like the donation collected
Aug. Sep. Other

This guarantee should be detached and retained by the payer.



The Direct Debit Guarantee

- 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 Coloma Convent Girls' School will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Coloma Convent Girls' School 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 Coloma Convent Girls' School 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 Coloma Convent Girls' School 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.

GIFT AID DECLARATION

Coloma Convent Girls' School
Upper Shirley Road Croydon CR9 5AS
Charity reference number XR15016

PLEASE BOOST YOUR DONATION BY 25p FOR EVERY £1 YOU DONATE

If you Gift Aid your donation, we can reclaim 25p from every £1 you donate from the tax you pay in the current tax year.

Please tick **either A or B** and enter your details in the boxes below.

A YES - I wish to Gift Aid my donation and any donations I make in the future or have made in the past 4 years. 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.

B NO – Sorry, I can't Gift Aid.

Signature

Please print your full name and address (Your address is needed to identify you as a UK taxpayer.)

Date

Please notify us if you:

- wish to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Should you require further information about gift aiding, please see the website below:
<https://www.gov.uk/donating-to-charity/gift-aid>