

THE Leys DONATION & UPDATE FORM

YOUR DETAILS

Name: _____

Start year & house: _____

Address: _____

Post Code: _____

Telephone: _____

E'mail: _____

GIFT AID DECLARATION

Please treat as Gift Aid donations all qualifying gifts of money made

☐ today ☐ in the past 4 years ☐ in the future

Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Signature: _____

Date: _____

Higher rate tax payers can claim tax relief in their self-assessment tax return.

CONSENT TO CONTACT

The Leys School is keen to maintain its relationship with you and to keep you updated about the School. In order to email you information (such as fundraising, event details and newsletters), we need your prior consent to do so. Please indicate below if you are happy to be contacted by email.

☐ **I consent** to The Leys School contacting me via email regarding school marketing purposes.

☐ **I do not consent** to The Leys School contacting me via email regarding school marketing purposes.

You may withdraw your consent to be contacted at any time in the future by contacting the Development Office using the details below:

Address: The Leys, Trumpington Road, Cambridge CB2 7AD

Email: development@theleys.net

Telephone: 01223 508927

Please be aware that any email communication made with you before your withdrawal of consent will still be valid.

REGULAR GIFT BY DIRECT DEBIT

☐ I wish to make a monthly/quarterly/annual gift and I have completed the Direct Debit Instruction overleaf.

☐ £20 a month ☐ £30 a month ☐ £40 a month
☐ £50 a month ☐ £75 a month ☐ £100 a month

☐ Other: £ _____ a _____ (frequency)

Starting from the 1st day of:

Month: _____ Year: _____

(Please note that giving forms received after the 1st of the month will not be processed till the following month)

SINGLE GIFT

I wish to give: £ _____

Method of payment:

☐ Credit/Debit Card ☐ Charity Voucher
☐ Cheque payable to The Leys School

Credit/Debit Cardholder's Name: _____

Card Number: _____

Expiration Date: _____/_____/_____

3 digit Security Code: _____ Issue Number: _____

For Bank Transfers please use Development Office Account
40-51-62 / 51894714

I WOULD LIKE MY GIFT TO BENEFIT

☐ Bursaries ☐ Unrestricted
☐ Other (please specify below)

THANK YOU

When completed and signed, please send this form to:
The Development Office, The Leys, Cambridge, CB2 7AD.
Please do not send the Direct Debit directly to your bank.

Charity Number 1144035

Data Protection

The personal data supplied in this form will be held by The Leys School in accordance with data protection legislation. This data will be processed for alumni, school administration, management purposes and in order to comply with legal duties. This data will be kept securely and some data may be kept indefinitely. Please see the School's Privacy Notice for Old Leysians and Other Supporters for more information, which is available on the School website.

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

Please fill in the whole form using a blue or black pen
and send it to:

The Leys Cambridge CB2 7AD

Service user number

8	3	7	4	2	1
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Name(s) of account holder(s)

Bank/building society account number

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

Branch sort code

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

Name and full postal address of your bank or
building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference (to be completed by The Leys)

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FOR THE LEYS OFFICIAL USE ONLY

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

Instruction to your bank or building society

Please pay The Leys 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 The Leys 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

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 The Leys will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request The Leys 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 The Leys 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 The Leys 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.