



## Donation Form

This form is to be completed to accompany personal donations as well as donations being made on behalf of a business or organisation. We are only able to claim Gift Aid on donations made by individuals.

Please print, complete in BLOCK CAPITALS and do either of the following:

Post to: Collyer's, c/o The Finance Department, 82 Hurst Road, Horsham. RH12 2EJ

Email as attachment to: [donations@collyers.ac.uk](mailto:donations@collyers.ac.uk)

### Your Details

Business or Organisation Name: \_\_\_\_\_  
(If applicable.)

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
(If donating on behalf of a business/organisation please complete the form with it's address, not your personal address.)

Post Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

- Tick the box to opt in to communications. This allows us to thank you, keep you up to date with The Quincentenary Fund and information about Collyer's. Data will be held securely and will not be disclosed to any third party.
- Tick the box to allow us to recognise your kind donation by including your name in our annual fundraising report. The amount you donated will not be detailed.

### One-off Donation Details

I would like to make a single gift of £ \_\_\_\_\_

Please tick which payment option you have chosen:

- I am making the payment by cheque and have enclosed.
- I have arranged a bank transfer with the reference \_\_\_\_\_

### Regular Donation Details

I have arranged a regular gift of £ \_\_\_\_\_ every month  via Standing Order  (please tick as  
quarter  Payroll Giving  appropriate)  
year

My regular payment has the reference: \_\_\_\_\_

Just one tick could increase the value of your gift by 25%

- I would like The Collyer Endowment to treat all donations I have made or make in the future as Gift Aid donations until I notify you otherwise.

By ticking the box above you are agreeing to the following statement: 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.

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

