



DURHAM SCHOOL

Gift Form

Please remember to Gift Aid your donation if you are a UK taxpayer

Name: _____

Address: _____

Postcode: _____

tel: _____ email: _____

Direct Debit

I wish to make a regular gift of
 £ _____
 to be paid monthly/quarterly/yearly
 commencing on: __ / __ / __
 until further notice / date: __ / __ / __
 by Direct Debit.

I have completed the Direct Debit form overleaf

Signed: _____

Date: __ / __ / __

Single Gift

I wish to make a gift of £50 / £100 / £500 / £1000 / £ _____

By the following method *Cheque* *Card* *CAF Voucher*

Please make Cheques payable to Durham School

Card Details

Name (as on card): _____

Card Number: _____

Type (please circle): *Visa* / *Delta* / *Electron* / *MasterCard* / *Eurocard* / *Maestro* / *American Express*.

Security No.: ____ Issue No.: ____ Card Expiry: __ / __

Signed: _____ Date: __ / __ / __

Gift Aid Declaration

Please don't forget to Gift Aid your donation by signing below. This means that, if you are a UK taxpayer, we can reclaim the tax on your donation. **Your gift can increase by 25% without it costing you an extra penny.** If you are a higher rate tax payer, you will be able to reclaim the higher rate tax paid on your donation in your annual tax return. Please notify us if you want to cancel this declaration, change your name or home address, or no longer pay sufficient tax on your income and/or capital gains.

I wish to Gift Aid any donations I make now, in the future or have made in the past 4 years to Durham School or The Langley Foundation. 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.

Signed: _____ Date _____ / _____ / _____

**Please return to The Development Office, Durham School,
 Quarryheads Lane, Durham City, DH1 4SZ**

Durham School is a Registered Charity, Reg.No.1023407
 The Langley Foundation is a Registered Charity No. 1145239



GIFT



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

Please fill in the whole form including official use box using a ball point pen and send it to:

Durham School
Quarryheads Lane
Durham
DH1 4SZ

Service user number

6 2 4 8 7 6

FOR DURHAM SCHOOL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

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	

Instruction to your bank or building society

Please pay Durham 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 Durham School and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Reference

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

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 Durham School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Durham 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 Durham 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 Durham 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.