



**Standing order mandate**

Please complete this form and return to:

The Director, The Devon and Exeter Institution, 7 Cathedral Close, Exeter, EX1 1EZ

Please debit a payment of £\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_ number of months / or until further notice.

Please issue the first payment on (date 4 weeks hence) \_\_\_\_\_\_\_\_\_ending on (date) \_\_\_\_\_\_\_\_/ or until further notice.

**Debiting account information:**

|  |  |
| --- | --- |
| Bank/Building Society Name: |  |
| Branch Address: |  |
| Account Name: |  |
| Sort Code: |  |  |  |  |  |  |
| Account Number:  |  |
| Payment Ref:  | LOTG Appeal |

**Crediting account information:**

|  |  |
| --- | --- |
| Bank/Building Society Name: | Cooperative Bank |
| Branch Address: | Exeter High Street, EX4 3QB |
| Account Name: | Devon and Exeter Institution 2 |
| Sort Code: | 08-92-99 |
| Account Number:  | 65872859 |

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |



**Gift Aid Claim Form**

Boost your donation by 25p of Gift Aid for every £1 you donate Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to add Gift Aid your donation you must tick the box:

\*You do not need to make a donation in order to complete this form.

I want to Gift Aid my donation of £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to the **Devon and Exeter Institution**.

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.

**My Details**

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name or initial(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please notify the charity if you:

• want to cancel this declaration

• change your name or home address

• no longer pay sufficient tax on your income and/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.