## St Richard's Catholic College



## (ROMAN CATHOLIC DIOCESE OF ARUNDEL AND BRIGHTON)

Options:

1) Bankers Order\*

Or both

Parish Envelope Box Number

2) Envelope System\*

Registered Charity No. 252878

GIFT AID DECLARATION (WRITTEN)		_	AS											
		<u>                                     </u>	ODE	Declaration No. (for office use)										
N	ame (BLOCK CAPITALS)													
I														
Tit	le Christian Names Surname													
F	ull Home Address (BLOCK CAPITALS)													
of														
	Post Code													
	Telephone No.													
	email address:													
and	nt to Gift Aid my donations I make in the future or have m Brighton. I am a UK taxpayer and understand that if I pa Aid claimed on all my donations in that relevant tax year	ay less Inco	me Tax	and/or Capital Gains Tax than the amount of										
				Date of Declaration										
PLE	ASE COMPLETE THIS SECTION, TICK THE RELEVANT BOX	ES BELOW	AND RET	TURN TO THE COLLEGE GIFT AID OFFICER.										
NOTI	ES TO DONOR:													
1.	If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you mus include all your Gift Aid donations on your Self-Assessment tax return or ask HMRC Revenue and Customs to adjust you tax code.													
2.	If you cease paying tax or wish to cancel this declaration at any time, please notify your parish / school organiser. The Diocese will not reclaim tax on donations made after the date of notification.													
3.	Please notify your Parish / School Gift Aid Officer if you change your name, address, postcode or email address.													
4.	The Parish / School has to record donations to reclaim tax. You can make your donations by standing order, cheque or numbered envelope to each Parish / School Fund separately.													
5.	Data Protection Act 1998. The Diocese will use the info Customs. Apart from this the Diocese will only use the in													
<u>PARISH</u>		SCHOOL	SCHOOL											
Method of Donation:		Method of	lethod of Donation:											

Options:

\* supplied on request

1) Bankers Order\*

3) Cash (in envelope please)

2) Cheque

## **STANDING ORDER MANDATE (STRGF02)**

## Please complete all sections of this form in BLOCK CAPITALS, and return completed form to the College Gift Aid Officer together with form STRGF01

To (Name of Bank)														
Address														
Doct Code														
Post Code														
Account Holder(s)														
Address														
Post Code														
Sort Code		Account Number												
Signature:	Date:													
				-										
Please pay the sum of £			Monthly* Qu			Quarterly* Annually*								
,		* Delete as appropriate												
				20.000	ш арр.	ор								
Commencing on		and thereafter until further notice												
Please complete if applicable:														
Please cancel existing standing order for	-	·												
Section below to be completed by the College Gift Aid Officer														
To: HSBC Bank plc,	The Governors of St Richard's Catholic College													
69 Pall Mall, London SW1Y 5EY														
Sort Code	Account Number													
4 0 0 5 2	0	6	1	0	7	9	4	0	9					
Please quote Gift Aid Declaration	\S		3											