



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



Please complete and send to:

Service user number

Development Office  
Lancaster Royal Grammar School  
Freepost (LA1295)  
Lancaster  
LA1 3BR

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Reference for school use

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Name(s) of account holder(s)

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Account number

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Sort Code

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

Amount to be debited (please select)

Frequency of collection: (please select)

£10    £25    £40    £150    Other (please specify) £ \_\_\_\_\_

Monthly / Quarterly / Annually

### Instruction to your bank or building society

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

Name and full postal address of your bank or building society

To the Manager of:

		Date of 1 <sup>st</sup> collection 15/
		Signature(s)
		Date

PLEASE COMPLETE THE GIFT AID FORM BELOW

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

DD12

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

# GIFT AID DECLARATION

If you are a UK tax payer, please gift aid your donation as this allows us to collect an extra 25% from the government at no cost to you.

PLEASE COMPLETE, SIGN AND DATE THE DECLARATION

*Please treat my gift and all future gifts as Gift Aid donations (see guidance notes below)*

*giftaid it*

Name		
Address		
Postcode		
Signed		
Date		

1. You must pay enough income tax and / or capital gains tax to cover the amount of tax that all charities you donate to will reclaim in the tax year (currently 25p for each £1 you give) otherwise HMRC may ask you to pay any difference.
2. Other taxes that you pay such as VAT or council tax do not qualify for Gift Aid relief.
3. If in future your circumstances change and you no longer pay tax on your income and capital gains to cover the amount of tax reclaimed through Gift Aid you may cancel your declaration.
4. If you pay tax at the higher rate you can claim further tax relief on your Self Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, contact the Development Office, or refer to HMRC website: [www.hmrc.gov.uk/individuals/giving/basics.htm](http://www.hmrc.gov.uk/individuals/giving/basics.htm).
6. Please notify the School if you change your name or address.