



# Bury Grammar Schools Donation Form & Gift Aid Declaration

Please send your completed form to:

Bury Grammar Schools Development Office,  
Farraday House, Bridge Road, Bury, Lancashire, BL9 0HG

The Bury Grammar Schools Trustee Limited (company number. 06612259) as trustee of Bury Grammar Schools Charity (registered charity no. 526622) Registered office: as above. Registered in England & Wales.

Title:	Forename(s):	Surname:
Address:		
Postcode:	Tel:	Email:

## Donation Details

I would like to make a single donation of: £\_\_\_\_\_ (Please make cheques payable to BGS Development Account)

I would like to make a regular donation of: £\_\_\_\_\_ each  Month /  Year (please indicate your preferred frequency)

Starting on (Please ensure the date is at least 1 month from today): \_\_\_\_\_ (Please choose either 1<sup>st</sup> or 15<sup>th</sup> of the month)

I would like my donation to be for the duration of:  5 years,  7 years,  10 years,  other, please specify \_\_\_\_\_

I would like my donation to go towards the:  Bursary Fund,  Sport Fund

## INSTRUCTION TO BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form and return it to the address above



Name and full postal address of your Bank or Building Society:

To: The Manager

Bank/Building Society:	Originators Identification Number: 427617
Address:	Reference Number (office use only):
Name(s) of Account Holder(s):	<b>Instruction to your Bank or Building Society:</b> Please Pay The Bury Grammar Schools Trustee Limited Direct Debit from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Bury Grammar Schools Trustee Limited and if so, details will be passed electronically to my Bank/Building Society.
Bank/Building Society Account No:	
Branch Sort Code:	Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

## Gift Aid Declaration - In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid this donation and any donations I make in the future, or have made in the past 4 years to **The Bury Grammar Schools**

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

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that 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.

This Guarantee should be detached and retained by the payer

## 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 The Bury Grammar Schools Trustee Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The Bury Grammar Schools Trustee Limited 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 The Bury Grammar Schools Trustee Limited 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 The Bury Grammar Schools Trustee Limited 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.