

Donation Form - Making a Donation by Instalments

To: The CRANBROOK SCHOOL BUILDING DEVELOPMENT FUND



Pupil name: _____ INTERNAL REF NO: _____

I/we: _____

would like to make a regular donation to the Cranbrook School Annual Fund of:

£10 £15 £25 £50 £100 Other (please tick/complete the appropriate box):

Commencing: _____ every _____ month/ quarter/ year

For period of: _____ years **or** until further notice

I/we have set up a Direct Debit online using the account details and reference below

I/we would like to set up a Standing Order and have completed the form below

Title and Full Name: _____

Address: _____ Postcode: _____

NEW STANDING ORDER INSTRUCTION

INTERNAL REF NO: _____

Please complete this form in BLOCK CAPITALS and in black ink

To: _____ Bank

Please set up the following Standing Order and debit my/our account accordingly

1. Account details

Bank address: _____ Postcode: _____

Account Name: _____

Account Number: Bank Sort Code:

2. Payee details

Pay from the above account to: Nat West Bank, Cranbrook Branch, High Street, Cranbrook, Kent TN17 3EJ

Sort code: 60-06-18

Account Number: 59030844

Payment reference: **The Cranbrook School Trust (Annual Fund)**

3. About payment

Frequency: Monthly Quarterly Yearly

Amount details:

Date and amount of first payment

£

Date and amount of ongoing payments:

(if different from the first payment)

£

Date and amount of final payment: **or**

£

Until further notice:

(payments will be made until you cancel this instruction)

4. Confirmation

Customer signature(s):

Date: _____

Please send the completed form to the Development Office and we will send it on to your bank after recording and acknowledging your gift:

**The Cranbrook School Development Office,
Cranbrook School, FREEPOST TW2070, Cranbrook, Kent TN17 3BR**

THANK YOU FOR YOUR SUPPORT

Registered Charity Number 290237

How Gift Aid helps support Cranbrook School and YOU!

The Cranbrook School Annual Fund is a charitable account that allows Cranbrook School to collect Gift Aid tax relief on donations received. For every £1 donated by a UK taxpayer, we can claim an extra 28p (25p basic tax relief plus an additional 3p transitional relief until April 2011) from HMRC. If you are a higher-rate taxpayer, you too can claim back basic rate tax relief. You must list your Gift Aid donations on your self-assessment form to be able to receive this.

Please notify the charity if:

- You change your name or address while the declaration is still in force.
- Your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims.

You can cancel your declaration at any time by notifying the charity. It will then not apply to donations you make on or after the date of cancellation or such later date as you specify.

Please see the table below for guidance on what your gift could be worth with Gift Aid.

A gift of	Would cost a higher rate taxpayer only	Value of a Gift Aided donation to Cranbrook School
£5	£3.75	£6.40
£10	£7.50	£12.80
£25	£18.75	£32
£100	£75	£128
£500	£375	£640

EXAMPLE OF HOW HIGHER-RATE TAX RELIEF WORKS

A donor paying tax at the higher rate wishes to give a gift under covenant costing £50 a month. **The covenant should actually be made out for £65** (see table above).

		£
	Annual net payment by covenant (£65 x 12 months)	780
<i>PLUS</i>	Basic-rate tax recovered by the Charity (22% of the gross value)	<u>220</u>
<i>EQUALS</i>	Gross annual value of the covenant to the Charity	<u>1,000</u>
	Annual net payment by the donor, as above	780
<i>MINUS</i>	Tax relief donor receives on gross value of covenant @ 18% (i.e. difference between basic rate at 22% and higher rate tax of 40%)	<u>180</u>
<i>EQUALS</i>	Net annual outlay by the donor after tax relief	600

= £50 a month