**Highdown School and Sixth Form Centre Gift Aid Declaration Form**

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| **Details of Donor:****Title\_\_\_\_\_\_\_\_ Forename(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Student Information:****Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **I intend to donate £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_monthly / annually** **commencing on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****I will donate by standing order (form enclosed) / cheque / cash. Cheques should be made payable to Highdown School and Sixth Form Centre (please delete as appropriate)** |

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| **I want to Gift Aid all the donation(s) I have made since 6 April 2017 and all donations I make in the future from the date of this declaration, until I notify you otherwise.****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.****Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Notes:**

1. You can cancel this declaration at any time by notifying the school in writing.
2. Please notify the school if your circumstances change and you no longer pay tax on your income and/or capital gains.
3. 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.
4. If you are unsure whether your donations qualify for Gift Aid tax relief please refer to the HMRC website ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)).
5. Please notify the school if you change your name or address.

**PLEASE RETURN THIS FORM TO HIGHDOWN SCHOOL AND SIXTH FORM CENTRE WITH YOUR STANDING ORDER FORM**

**OR DONATION**

**Highdown School and Sixth Form Centre Gift Aid Donation**

Standing Order Form

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| To: | The Manager |
| Bank Name:Bank Address: |  |
| Please pay: | HSBC Bank26 Broad Street, Reading, RG1 2BU |
| For the credit of: | Highdown School and Sixth Form Centre Non Public FundAccount number: 84305477Sort code: 40-38-04 |
| Start date: | Commencing on the day of 20 |
| Continuation: | Thereafter every Month / Year until further notice. (please delete as appropriate) |
| The sum of (in numbers and words please) | £  |
| Account name to be debited: |  |
| Account number:  |  |
| Sort code: |  |

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| Please debit my account in accordance with the details above.Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PLEASE RETURN THIS FORM TO HIGHDOWN SCHOOL & SIXTH FORM CENTRE ALONG WITH YOUR GIFT AID DECLARATION FORM – WE WILL SEND IT ON TO YOUR BANK. THANK YOU**.