

## STANDING ORDER FORM

### PLEASE DO NOT SEND THIS FORM TO YOUR BANK

To set up a regular standing order donation, please print and complete this form. Please return it to us at: Citizens Advice Stroud & Cotswold Districts, Brunel Mall, London Road, Stroud, GL5 2BP.

Your donation will be used to support our services across the two districts. If you prefer to support your local office, please indicate STROUD or COTSWOLD (delete as appropriate).

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_ Last name \_\_\_\_\_

Full home address \_\_\_\_\_

Postcode \_\_\_\_\_

If you are a UK taxpayer, we can reclaim 25p for every pound you give through Gift Aid – if you fill in your details and tick the Declaration box.

I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years

I am a UK taxpayer and understand that if I pay less Income Tax / Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference. Please notify us if you: want to cancel this declaration; change your name or home address; no longer pay sufficient tax on your income/ capital gains.

### Instruction to your bank or building society (Please complete in BLOCK CAPITALS)

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

#### Account details

To: The Manager

(Name of bank or building society)

Address

Account Name

Account Number

Sort code

#### About the payment

How often are the payments to be made      Monthly       Quarterly       Annually

Date and amount of first payment      (DD/MM/YYYY)      £

#### Choose one of the following two options:

1) Date and amount of final payment      (DD/MM/YYYY)      £

2) Until further notice  (payments will be made until you cancel this instruction)

#### Confirmation

Signed

Date

To Citizens Advice Stroud & Cotswold District Ltd Sort code 55-61-08 Account no: 1037187

## KEEP IN TOUCH

We would like to keep in touch with you and tell you about the vital work we do, our fundraising, and other opportunities to support us. We are committed to keeping your data private. Please tick the boxes below to tell us all the ways you would like to hear from us.

Yes please, I would like to receive communications by post

Yes please, I would like to receive communications by email

My email address is: \_\_\_\_\_

You can change your mind at any time about receiving our communications by contacting the Data Protection Officer at Citizens Advice Stroud & Cotswold Districts, Brunel Mall, London Road, Stroud, GL5 2BP or by email: <mailto:advice@ca-scd.org.uk> If you prefer not to receive our communications, we will only use the information you have provided to us in order to process your donation.