

# Donation Form



## My details

Name: .....

Address: .....

..... Post Code: .....

Preferred Telephone Number: .....

Email: .....

Matriculation Year: .....

## I would like my Gift to Benefit *(please tick)*

- Teaching & Research     The Endowment  
 Student support         General purposes  
 Other: please specify: .....

## Gift Aid Declaration

Please treat as Gift Aid donations all qualifying gifts of money made today, in the past 4 years and in the future\*.

*giftaid it*

\*In signing, I confirm 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. Please notify Queens' if you wish to cancel this declaration, change your name/home address, or you no longer pay sufficient tax on your income/capital gains. 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 HMRC to adjust your tax code.

Signature: .....

Date: .....

Queens' College is a Registered Charity No. 1137495. Higher rate taxpayers can claim tax relief in their Tax Return.

## Other Gifts

- Please send me information about making a gift to Queens' College in my Will.  
 I have already made arrangements for my legacy to Queens'  
 Donor names will be published in the annual Gifts List, both on our website and in print. Please tick here if you would like your gift to be anonymous.

## Single Gift

Here is my gift of £ .....

Method of payment:

- Electronic Fund Transfer  
 Credit/Debit card  
 Charity Voucher  
 UK Cheque made payable to Queens' College

**N.B. There are currently delays in processing cheques due to the pandemic. Online donations and electronic bank transfers would be preferred, if possible. Thank you for your understanding.**

**Please note that we are unable to accept card details by email. Please either telephone or complete and return the form by post.**

Cardholder's name: .....

Card number:

Card type:     Visa                       Visa Credit             MasterCard  
                    Maestro                       Delta

Last 3 digits of security code (on the reverse of your card):

Valid from:   /      Expiry date:   /

Maestro card issue number:

## Electronic Fund Transfer Details

**Account Name:** Queens' College Development Fund  
**Bank:** National Westminster, Market Street, Cambridge  
**Sort Code:** 60-04-23  
**A/c number:** 54605342  
**BIC/Swift Code:** NWBK GB 2L  
**IBAN:** GB91 NWBK 6004 2354 6053 42

**For information on giving tax efficiently from a number of countries outside the UK, please visit <https://www.queens.cam.ac.uk/giving-information>.**

## Regular Gift by Direct Debit

**Please complete this and the Direct Debit Instruction overleaf**

I would like to make a regular gift of £ .....  
 monthly/quarterly/annually making ..... payments in total  
 or  until further notice (please tick) starting on the  1st day of  
 ..... (please specify month and year).

If the collection date falls within the next 16 days, the first payment may be collected the following month.

**Please return this form FREEPOST to Development Office, Queens' College, Cambridge CB3 9YA**

*Thank you*



Queens' College,  
Cambridge



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

Please send your completed form to:

Alumni & Development Office  
Queens' College  
Cambridge  
CB3 9ET

Service user number

2	7	4	0	1	0
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Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

FOR Queens' College OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

**Instruction to your bank or building society**

Please pay Queens' College 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 Queens' College and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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

DD11

## 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 Queens' College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Queens' College 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 Queens' College 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 Queens' College 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.