

Queens' College, University of Cambridge **Donation Form**



Name:

Address:

Post Code: Matriculation Year:

Preferred Telephone Number: Email:

I would like my Gift to Benefit (please tick)

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

Single Gift

Here is my gift of £

Method of payment: UK Cheque Sterling Bank Draft Credit/Debit Card Charity Voucher

I enclose a cheque made payable to Queens' College.

Credit/Debit cardholder's name:

Credit 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

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.

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*.

*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 Please tick here if you would like your donation to be anonymous
 I have already made arrangements for my legacy to Queens' I have signed the above Gift Aid declaration

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 fill in the whole form including official use box using a ball point pen and send it 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

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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.