

# Banker's Order

## Setting up a standing order

To: The Manager (insert name and address of your bank):

.....  
 .....  
 .....

Please pay to the account of : Romsey Mill Trust  
 Account no: 54728487  
 Sort code: 60-04-41  
 Bank: National Westminster Bank,  
 35-37 Fitzroy Street,  
 Cambridge, CB1 1EU

the sum of £ ..... (Amount in words: .....)  
 commencing on the ..... day of the month of ....., 20.....  
 and monthly / quarterly / annually (delete as appropriate) thereafter, until further  
 notice and debit my account.

**Please debit my account with each payment made:**

Account name: .....

Account no..... Sort code: ..... / ..... / .....

Your name: .....

Your address: .....

.....

.....Postcode:.....

Signature: ..... Date:.....

**Please DON'T send this form direct to your bank. Send it completed & signed to Romsey Mill together with your complete Gift Aid declaration form (if appropriate)**

**Return forms to: Romsey Mill, FREEPOST, CB1067, Cambridge CB1 3YD**

# Gift Aid Declaration Form

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## Gift Aid Key Facts:

When Romsey Mill receives a donation from a UK taxpayer, we are entitled to claim an amount of tax (calculated on the basic rate of income tax in that year) paid on that donation.

Once you have given your permission for us to do this on your behalf (by filling in the Gift Aid form on the next page) there is no need for you to do anything else.

All that is required is that you must be a UK taxpayer and that you have paid, or will pay, sufficient Income Tax and/or Capital Gains Tax to cover all the Gift Aid claimed on all your donations in that tax year. Please note that it is your responsibility to pay any difference.

The amount of tax we claim will be 25% of the total value of your donations in that tax year.

Furthermore, 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 & Customs to adjust your tax code.

If your tax situation changes and your gifts will no longer be eligible for the Gift Aid scheme please contact us and we will amend your record accordingly.

Please remember to tell Romsey Mill if you:

- Change your name or address
- Want to cancel this declaration
- No longer pay sufficient tax on your income and/or capital gains

If you want more information, go to: [www.gov.uk/donating-to-charity/gift-aid](http://www.gov.uk/donating-to-charity/gift-aid)

Tel: 01223 213162

email: [info@romseymill.org](mailto:info@romseymill.org)

website: [www.romseymill.org](http://www.romseymill.org)

Registered Charity (No.: 106905)

Limited Company Registered in England & Wales (No.: 3666721)

# Gift Aid Declaration Form

If you are a UK tax payer, the value of your gift can be increased by 25% under the Gift Aid scheme at no extra cost to you.

**1) Key criteria for Gift Aid – please note we can only accept you home address.**

Title\*: ..... First Name\*: ..... Surname\*:.....

Home Address\*: .....

.....Postcode\* .....

Email: .....

Mobile no.: ..... Date of declaration\*: ..... /...../20....

[\* mandatory fields]

**2) If you are a UK tax payer, you can boost your donation by 25p for every £1 you donate. Please tick the box below.**

I am a UK taxpayer. Please treat all donations I make or have made to Romsey Mill for the past for years as Gift Aid donations until further notice. 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 the tax year, it is my responsibility to pay any difference. **Please let us know if you want to cancel this declaration, change your home address or no longer pay sufficient tax.**

**3) Please treat as Gift Aid donations all qualifying gifts of money made:**

today:  in the past 4 years:  future:  [Tick all boxes that apply]

**4) It may be that having read the information on this form you feel that your donation does not qualify for Gift Aid. If that is the case, please tick the relevant box below and return this for to us. This will ensure that you are not asked to complete a Gift Aid form in the future, should you choose to support us again.**

I cannot complete the Gift Aid Form because:

I do not pay enough tax each year to cover the tax on the gift

I am not a UK taxpayer  Other (please state) .....

**5) Romsey Mill issues periodic updates with: latest news, stories, progress with projects, and fundraising campaigns and appeals.**

Would you like to receive periodic updates, as highlighted above? Yes:  No:

If 'Yes', indicate how [tick any boxes that apply]: mail:  post:  text:  phone:

**We also have occasional specific fundraising campaigns and appeals:**

Would you like to receive our specific fundraising updates?: Yes:  No:

**Please return this completed Gift Aid form, with your donation or Banker's Order, if setting up a Standing Order, to: Romsey Mill, FREEPOST, CB1067, Cambridge CB1 3YD**