



# Instruction to your Bank or Building Society to pay by Direct Debit

Charity Name:

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address

Postcode

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Service User Number

6	9	1	2	1	3
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CAF, Kings Hill, West Malling, Kent, ME19 4TA

**Instruction to your Bank or Building Society**

Please pay Charities Aid Foundation 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 Charities Aid Foundation and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date (DD/MM/YYYY)

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

This is not part of the Instruction to your Bank or Building Society

## My Details

Name

Mr  Mrs  Ms  Other (Please Specify)

Address

Postcode

## Donation Details

I would like to make a regular donation of £

Monthly  Quarterly  Half Yearly  Annually Commencing

01 / / or  
15 / /

## Gift Aid Declaration

Please Gift Aid this 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 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 us if you want to cancel this declaration, change your name or home address or if you no longer pay sufficient tax on your income and/or capital gains.

Tick to apply

This guarantee should be detached and retained by the Payer

## 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, Charities Aid Foundation will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Charities Aid Foundation 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 Charities Aid Foundation 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 Charities Aid Foundation asks you to
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also send a copy of your letter to us.

