



# The Friends of Swanwick Standing Order Form

Thank you for choosing to support The Friends of Swanwick. Please complete the form below and return it to Lesley Deschner, Treasurer, The Writers' Summer School, 103 Jean Armour Drive, Mauchline, Ayrshire, KA5 6DP. Once we have received the completed form we will keep a photocopy and send the original standing order form to your bank so that they can process payments.

Your name & address: .....  
.....  
.....

Your bank:

To: .....  
(Bank/Building Society)

Bank's address: .....  
.....  
.....  
.....

Your account:

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

Please pay to CAF Bank Limited, West Malling, Kent ME19 4JQ for the account of The Writers' Summer School - Friends (Account No. 00027595 ) (Sort Code 40-52-40):

Amount (in words & figures):

The sum of £ ..... (figures) .....

.....(words)

on the .....day of.....(month).....(year)

and a like sum each year/quarter/month\* until further notice.

Signed: ..... Date: .....

**PLEASE NOTE THAT THIS REPLACES ANY PREVIOUS STANDING ORDER FORMS**

**Gift Aid Declaration**

**If you are a UK tax payer, we can now claim tax relief on all your gifts, large or small. This means that if you currently pay 20% in tax, The Writers' Summer School can reclaim 25p for every pound you give. To make your donation – and our work – go even further, please return this form.**

Title: ..... Forename(s) .....

Surname: .....

Address: .....  
.....

Postcode: .....

Email Address: .....

**(By providing us with your email address we take this to mean that you consent to us contacting you on this address. If you do not want us to contact you by email please leave the email address section blank. Thank you)**

**Declaration**

- I want The Writers' Summer School to treat the enclosed donation of £\_\_\_\_\_ as a Gift Aid donation
- the donation of £\_\_\_\_\_ which I made on \_\_\_\_/\_\_\_\_/\_\_\_\_ as a Gift Aid donation
- all donations I make from the date of this declaration until I notify you otherwise as Gift Aid donations
- I am eligible to make a Gift Aid donation (see note 2)
- I have completed and returned a valid Gift Aid Declaration to The Writers' Summer School in the past

(please tick as appropriate)

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

**Notes**

1. You can cancel this declaration at any time by notifying The Writers' Summer School.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that The Writers' Summer School reclaims on your donations in the tax year (currently 25p for each £1 you give).
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration.
4. If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return 5.
5. Please notify The Writers' Summer School if you change your address.