



**Instruction to your
bank of building society
to pay by Direct Debit**

Please fill in the whole form using a ball point pen and send it to:

The Alumni & Development Office
Magdalene College
Cambridge
CB3 0AG

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank of building society

To: The Manager Bank/building society

Address

Postcode

Service user number

4 4 3 2 0 8

Reference

Instruction to your bank or building society

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

Signature(s)

Date

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 of Building Society

My Details

Name

Address

Postcode

Donation Details

I would like to make a regular donation of £

Monthly Half Yearly Quarterly Annually

Commencing on: ____/____/____ (date)

until _____ payments have been made or until I cancel in writing

Gift Aid Declaration

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid the above donation and any donations I make in the future or have made in the past 4 years to Magdalene College.

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 Magdalene College if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or 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 HM Revenue and Customs to adjust your tax code.

Boost your donation by 25p of Gift Aid for every £1 you donate - Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Signed: _____

Date: ____/____/____

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, Magdalene College will notify you ten working days in advance of your account being debited or as agreed otherwise. If you request Magdalene 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 Magdalene 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 Magdalene College 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.