



# One off Donation or Standing Order Instruction

Please **note** – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys. Please complete in BLOCK CAPITALS.

To \_\_\_\_\_ Bank

Please set up the following Standing Order and debit our account accordingly

## 1. Account details

Account name \_\_\_\_\_ Account number

Account holding branch \_\_\_\_\_ Sort code

## 2. Payee details

Name of person or organisation you are paying

Payment reference (if known) - this will appear on the bank statement of the person or organisation you wish to pay (Max. 18 characters)

**Sort code - the bank code of Hope Initiatives** 08 92 99

**Account number - the account number of Hope Initiatives**  
(Eight digits - if less place zeros at the front) 65 51 41 17

## 3. About the payment

How often are the payments to be made One off  Weekly  Four weekly  Monthly   
Quarterly  Half yearly  Yearly

Amount details  
Date and amount of first payment (DD/MMM/YY)  £   
(please allow 3 working days for receipt)

Date and amount of ongoing payments (DD/MMM/YY)  £   
(If different from the first payment)

Choose one of the following two options

1. Date and amount of final payment (DD/MMM/YY)  £

2. Until further notice  (payments will be made until you cancel this instruction)

## 4. Confirmation

<http://hope-initiatives.org.uk>

Customer signature(s)

Date (DD/MM/YYYY) \_\_\_\_\_

## Gift Aid Declaration

If you are a taxpayer, you can increase the value of your donation by enabling us to reclaim tax via the Gift Aid Declaration below:

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each year (6th April to 5th April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

I want the charity to treat the enclosed donation as a gift aid donation