DONATION FORM

Regular Giving - Direct Debit Form

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

The Hospice of St Francis
Reg. Charity No. 280825

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

The Hospice of St Francis
FREEPOST RRHC-JYBX-JCLZ
Spring Garden Lane
Berkhamsted
HP4 3GW

Originator's identification number

8	3	9	4	1	6

Name(s) of Account Holders

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank/Building

To the Manager — Bank/Building Society

Address

Postcode

Banks and Building Societies may not accept Direct Debit instructions for some types of account

Signature(s)

Date

Reference (official use only)

YOUR DONATIONS

Name

Address

Postcode

Email

(By giving us your email address, you are agreeing to us contacting you by this method)

I would like to set up a Direct Debit of £ _____

☐ **Monthly** ☐ **Quarterly** ☐ **Yearly**

Please debit my Bank/Building Society account on:

☐ **1st** ☐ **15th**

Instruction to your Bank or Building Society

Please pay The Hospice of St Francis 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 The Hospice of St Francis and, if so, details will be passed electronically to my Bank/Building Society.

Use GiftAid and you can make your donation worth more.

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For every £1 you give us, we get an extra 25p from the HMRC at no extra cost to you. So just tick below - it's that simple.

"I want all donations I have made to The Hospice of St Francis in the 4 years prior to this date and all future donations to be GiftAided until further notice"

I have paid UK Income and/or Capital Gains Tax at least equal to the tax that will be claimed on donations made in each tax year.

Please note that you must advise us if your tax status changes.

☐ *(Please tick)* **Date** DD/MM/YY

If you are NOT a taxpayer, please tick here ☐

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 the Hospice of St Francis will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request the Hospice of St Francis 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 the Hospice of St Francis 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 the Hospice of St Francis asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.