



# New Standing Order Instruction

Please complete your bank name and sections 1 and 3 of this form in **BLOCK CAPITALS** and in black ink and leave section 2 blank.

To: ..... Bank / Building Society

Please set up the following Standing Order and debit my/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 – please enter donor’s name  
this will appear on the bank statement of the FISH Volunteer Centre

Sort Code - the bank code of the person or organisation you are paying

Account number - the account of the person or the organisation you wish to pay

### 3. About the payment

How often are the payments to be made (please tick one box)

Weekly  Quarterly  Two weekly  Half yearly  Four weekly  Yearly  Monthly

Amount details

Date and amount of first payment (please allow 3 working days for receipt)  £

Date and amount of ongoing payments (If different from the first payment)  £

#### Choose one of the following two options

1. Date and amount of final payment  £

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

### 4. Confirmation

Customer signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

### Gift Aid declaration – for past present & future donations



Name of charity: **FISH VOLUNTEER CENTRE - Charity No: 286318**

I want the FISH Volunteer Centre to treat all donations I have made for the four years prior to this year and all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid donations

I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6<sup>th</sup> April to 5<sup>th</sup> April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs 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<sup>th</sup> April 2008.

#### Donor’s details

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Full Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Please notify the FISH Volunteer Centre 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
- Have not been a tax payer for the four years prior to this year

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.