



# Alleyn's School Advancing Alleyn's Donation

## My details

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of birth:   /

I would like to make a gift now using this form.

I am interested in leaving a gift in my will to Alleyn's School. Please send me further information.

I am interested in making a gift of shares to Alleyn's School.

I have already remembered Alleyn's School in my will.

## I would like my gift to Alleyn's to support

Bursaries

At the School's discretion

Facilities and Curriculum

## Gift Aid declaration for UK Taxpayers

*giftaid it*

**Boost your donation by 25p for every £1 you donate with this Declaration.**

I want to Gift Aid this donation and any donations I make in the future or have made in the past 4 years to Alleyn's School. 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 the difference.

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

Please notify the charity 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.

## Single donation

I would like to make a donation to Alleyn's School of: £ \_\_\_\_\_

I would like to make a single donation by cheque or charity voucher made payable to 'Alleyn's School'.

I wish to make a single donation by debit or credit card and authorise you to debit my Visa/Mastercard/Maestro (*delete as appropriate*)

Cardholder's name and initials as they appear on the card:

\_\_\_\_\_

Card no:

Start date:   /

Expire date:   /

Security number\*:

Issue number (where applicable):

\*(This is the last 3 digits on the signature strip on reverse of card)

## Regular donation

I would like to make a regular donation to Alleyn's School of £ \_\_\_\_\_ per \_\_\_\_\_ (month/quarter/year) via Direct Debit starting on the 15th of \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR for \_\_\_\_\_ years or until I notify you otherwise.

**(NB: This should be at least one month from the date this form is completed.)**

I have completed the Direct Debit instruction below.

### INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please complete and return to:

**Development and Alumni Office, Alleyn's School, Townley Road, Dulwich, London SE22 8SU**



Name and full postal address of your bank or building society

To: The Manager (Bank or Building Society)  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Service User Number:

Reference

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY: Please pay **Alleyn's School** 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 **Alleyn's School** and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of account holder(s):

\_\_\_\_\_

Bank/Building Society Account No.

Branch Sort Code:

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

Banks and Building Societies may not accept Direct Debit instructions for some types of account/UK Bank Accounts only

### The Direct Debit Guarantee

- The 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 **Alleyn's School** will notify you (normally 10 working days) in advance of your account being debited or as otherwise request the organisation 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 **Alleyn's School** 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 entitled to, you must pay it back when the organisation 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.



Please return this form to the Development and Alumni Office, Alleyn's School, Townley Road, Dulwich, London SE22 8SU Thank you for supporting Alleyn's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyn's School, Townley Road, Dulwich, London, SE22 8SU