Please return this completed form to accounts@merchant-taylors.co.uk

 either completed in Word or as a scan/photograph of a printed-out version.

|  |  |
| --- | --- |
| Date: | **Type Here** |
| **My Gift**Regular giving of any amount particularly helps MTF to achieve an impact, and is expected if you are completing this form in connection with Bindings and Admissions, but we are also extremely grateful for single gifts. |
| I would like to make a regular monthly gift of:  |  |  |
| Gift Amount *(please underline)* | £10 | £25 | £50 | £100 | Other: | **£**  |
| Starting on the 1st of:  |   |   |  |
| Month: | **Type Here** | Year: | **Type Here** |
| **OR** I am making a single gift of: | **£** |
| **Letting others know?** |
| If you are content to be identified as a donor in hard copy and/or electronic publications primarily intended for members of the Merchant Taylors’ Company, please write **‘AGREE’** here: |  |
| **Personal Details** |
| Title: | **Type Here** | First Name: | **Type Here** | Surname: | **Type Here** |
| Address\*: | **Type Here** |
| Town: | **Type Here** | Postcode: | **Type Here** |
| Phone: | **Type Here** | Email: | **Type Here** |
| **Make your gift worth 25% more to MTF at no extra cost to you, by Gift Aid\*.** I would like The Merchant Taylors’ Foundation (registered charity no. 1161568) to claim Gift Aid on this donation, and on any future donations I may make or have made in the past four years.*\*\*Your home address is required under Gift Aid rules.* |
| **Tick here to make this declaration:** [ ]  |
| **Date:** | **Type Here** |
| *\* You must be aged at least 18 and a UK taxpayer. If you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed by all the charities you support on all your donations in that tax year, it is your responsibility to pay any difference. Gift Aid will be used to fund MTF’s general work.* |
| **Payment options** |
| **I would like to pay by Direct Debit.** Please complete the Direct Debit instruction at the end of this form. |
| **Or: I would like to pay by bank transfer to MTF’s bank account.** Please email accounts@merchant-taylors.co.uk to request the account number and sort code. Please use your surname as your payment reference when making the BACs transfer. |

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| The Merchant Taylors’ Foundation |  | Instruction to yourbank or building societyto pay by Direct Debit |
| **Please fill in the whole form including official use box using a ball point pen and send it to:** |  | **Service User Number** |
| The Merchant Taylors’ FoundationFinance TeamMerchant Taylors’ Hall30 Threadneedle StreetLondonEC2R 8JB |  | **4** | **5** | **2** | **3** | **1** | **5** |  |  |  |
|  |  |
|  | FOR PSL re Merchant Taylors Foundation OFFICIAL USE ONLYThis is not part of the instruction to your Bank or Building Society.**Important** – Please complete these details:

|  |
| --- |
|  **Account Holder(s) Name & Address:** |
|  **Name:** |
|  **Address:** |
|  |
| **Postcode:** |
|  **Email Address:** |

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|  |
|  |
| **Name(s) of Account Holder(s)** |  |
|  |  |
|  |  |
| **Bank/Building Society account number** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Branch Sort Code** |  | **Instruction to your bank or building society**Please pay PSL re Merchant Taylors Foundation 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 PSL re Merchant Taylors Foundation and, if so, details will be passed electronically to my bank/building society. |
|  |  |  |  |  |  |  |  |  |  |
| **Name and full postal address of your Bank or Building Society** |  |
| To: The Manager | Bank/Building Society |  |
|  |  |
| Address |  | Signature(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Postcode |  | Date |
|  |  |  |
| **Reference** |  |  |
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| Banks and Building Societies may not accept Direct Debit Instructions for some types of accountDDI1 |



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 PSL re Merchant Taylors Foundation will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request PSL re Merchant Taylors Foundation 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 PSL re Merchant Taylors Foundation 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 PSL re Merchant Taylors Foundation 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.

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