

DONATION FORM



CATERHAM
SCHOOL

Thank you for your support.

Please complete this form as follows and return in the pre-paid envelope to:
Development Office, Caterham School, Harestone Valley Road, Caterham, Surrey, CR3 6YA

- For single donations please complete sections 1 and 2.
- For regular donations by Direct Debit please complete sections 1 and 3.

If you have any queries please contact the Development Office on 01883 335111 or email: development@caterhamschool.co.uk

SECTION 1: YOUR DETAILS

Name(s):

Address:

Postcode:

Telephone:

Email:

DIRECTING YOUR DONATION

I wish to support Caterham School by giving to:

- The Transformational Bursary Fund
- The Partnership Programme
- Wherever the School needs it most

RECOGNISING YOUR GIFT

- If you wish for your donation to Caterham School to remain anonymous please tick here
- If your gift is made on behalf, or in memory, of someone, please provide details in the box below:

Data Protection

Information provided will be held securely by Caterham School, and used for effective postal, email and telephone communications. This will include publications, invitations to events, and information about the School and its activities. Information will not be disclosed to any third party, other than those acting as agents for the Development Office. If you do not want your information to be used in this way, please contact the Development Office on 01883 335111, email: development@caterhamschool.co.uk
Caterham School is a registered charity, number 1109508.

GIFT AID

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Please Gift Aid your donation to make it worth an extra 25% to the School at no extra cost to yourself.

I am a UK taxpayer, and would like Caterham School to treat this donation (and any other donations I may make from the date of this declaration until I notify you otherwise) as a Gift Aid donation.*

Name:

Address:

Signature:

Date:

*NB I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay the difference. I will notify the Charity if I wish to cancel my donation, change my name or address or if I no longer pay sufficient tax.



MAKING A REAL
DIFFERENCE



SECTION 2: MAKING A SINGLE GIFT

I would like to make a single gift of £

I would like to pay by:

- Cheque (made payable to Caterham School)
 Charities Aid Foundation (CAF) Voucher
 Direct Bank Transfer

CHEQUES/CAF VOUCHERS

Please enclose with this form and send to: Development Office, Caterham School, Harestone Valley Road, Caterham, Surrey, CR3 6YA

DIRECT BANK TRANSFER DETAILS

To: Caterham School
Account Number: 51070312
Sort Code: 40-11-60

Please quote your name as the reference so that we can identify your donation.

Signature(s): Date:

OTHER GIFTS

- Please send me information about making a gift in my will
 Please send me information about making a gift of shares
 My company will match my gift – the appropriate form is enclosed

SECTION 3: MAKING A REGULAR GIFT

I would like to make a regular gift of £

Each Month Quarter Year
(please specify frequency)

Beginning on the 10th of (month) (year) * - allow one month from today

Caterham School Harestone Valley Road, Caterham, Surrey, CR3 6YA
Instruction to your Bank or Building Society to pay by Direct Debit



Name and full postal address of your Bank or Building Society:

To: The Manager Bank/Building Society

Address:
Postcode:

Names(s) of account holders:

Bank/Building Society Account Number: Branch Sort Code:

Reference number (Please leave blank. This will be completed on your behalf.)

Service user number:

Instruction to your Bank or Building Society.
Please pay Caterham 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 Caterham School and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

Banks and building societies may not accept Direct Debit Instructions for some types of account.

The Direct Debit Guarantee

This guarantee should be detached and retained by the payer

- 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, Caterham School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Caterham School 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 Caterham 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 not entitled to, you must pay it back when Caterham School 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.

