

# Standing Order Mandate



Please complete the necessary sections (white boxes) of this form and return to it the following FREEPOST address: **Duchess of Kent House Charity, FREEPOST (SCE9218), READING, RG30 2ZY**

## Your Details

Name:

Address:

Postcode

Telephone

Email:

## Your Bank / Building Society Details

Bank / Building Society Name:

Address:

Postcode

Sort Code:

Account Number:

Name(s) of Account Holder(s)

Please pay

**Duchess of Kent House Charity**

at

Bank Name & Address:

HSBC, Broad Street, Reading

quoting reference

Sort Code:

Account Number:

Amount (in figures)

£

Amount (in writing)

Commencing (date of first payment)

Thereafter (due date and frequency)

Until (date of last payment)

or until notified in writing

Signature:

Date:

If you are an individual donor and UK taxpayer, please remember to complete the Gift Aid declaration below.

## Gift Aid declaration

I would like Duchess of Kent House Charity to treat:

- all donations I have made in the previous six years and all donations I make since the date of this declaration until I notify you otherwise, as Gift Aid donations
- all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid donations.

Please add me to your newsletter mailing list

Please note the amount you pay in income or capital gains tax must at least equal the Gift Aid reclaimed on your donations in that financial year. Please do not forget to inform us of any changes in your tax status.

Thank you for your support