

DONATION FORM

Please complete the relevant sections and return this form to: fundraisingmailbox@westdean.ac.uk or Student Funding & Outreach, West Dean, Chichester, West Sussex, PO18 0QZ, +44 (0)1243 811301

SECTION 1: PERSONAL DETAILS

Title: _____ Full Name: _____
 Full Home Address: _____

 Postcode: _____
 Telephone: _____ Mobile: _____
 Email: _____

My company has a charitable matched giving scheme I would like my gift to be anonymous
 The Edward James Foundation Ltd would like to keep you informed of fundraising appeals, other news and activities.
 Tick here if you would like to be kept informed by Email Post Phone
 You may change your mind about your preferred method of contact at any time in future.

SECTION 2: TYPE OF GIFT

I would like to make a regular gift (please complete sections 3, 5 and 6).
 I would like to make a single gift (please complete sections 4 and 5).

SECTION 3: REGULAR GIFT

I would like to make a gift of £250 £100 £70 £50 £25 £10 Other £
 Starting on the 15th of the month, every: month quarter year (please tick one)
 Payments will continue until further notice or until you advise your bank or us otherwise.
 I would like my gift to benefit: Scholarship and Bursaries The College The Gardens
 Wherever it is needed most

SECTION 4: SINGLE GIFT

I would like to make a gift of £250 £100 £70 £50 £25 £10 Other £
 I would like my gift to benefit: Scholarship and Bursaries The College The Gardens
 Wherever it is needed most
 I enclose a cheque made payable to 'The Edward James Foundation Ltd'

We are unable to take card details by post or email. You can give securely online using your card.

Visit westdean.org.uk/about/support-us or give via bank/BACS transfer

By BACS transfer REFERENCE (please quote a name as a reference)

The Edward James Foundation Ltd, National Westminster Bank plc, 5 East Street, Chichester, West Sussex, PO19 1HH,
 Sort Code: 60-05-24 Account No: 96216948, BIC: NWBK GB 2L
 IBAN No: GB75 NWBK 6005 2496 2169 48

SECTION 5: GIFT AID DECLARATION

If you are a UK tax payer, Gift Aid allows The Edward James Foundation Ltd to reclaim the basic rate of tax paid on your gift, increasing its value by 25p per £1 at no cost to you. If you are a higher rate tax payer, you can claim the tax relief on your self-assessment tax return.

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I am a UK taxpayer. I want to Gift Aid all donations to The Edward James Foundation Ltd that I have made in the last 4 years, today and for all future donations until I notify you otherwise. I 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 any difference.

Signature: _____ Date: _____

Please let us know if you want to cancel this declaration, change your name or home address or you no longer pay sufficient tax on your income and/or capital gains.

SECTION 6: SETTING UP A DIRECT DEBIT

Instruction to your Bank or Building Society to pay by Direct Debit



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

Service user number:

To: The Manager _____ Bank/Building Society: _____
 2 7 4 9 3 0

Address: _____

 Postcode: _____
 Name(s) of account holder(s): _____
 Bank/Building Society Account Number: _____ Branch Sort Code: _____
 _____ - _____ - _____
 Reference: _____
 Instruction to your Bank or Building Society. Please pay The Edward James Foundation Limited 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 The Edward James Foundation Limited 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 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 The Edward James Foundation Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Edward James Foundation Limited 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 The Edward James Foundation Limited 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 The Edward James Foundation Limited 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.



SECTION 7: ADDITIONAL INFORMATION

To help us be better able to plan for the future, please tick all that apply

- I would like more information about making a gift in my will
 I have made provision for The Edward James Foundation Ltd in my will

THANK YOU FOR YOUR SUPPORT.

How we use your data We are extremely grateful to all of our supporters, our privacy statement

sets out our approach to data protection and how we process personal data <https://www.westdean.ac.uk/privacy>

West Dean College of Arts and Conservation and West Dean Gardens are part of The Edward James Foundation Ltd, a charitable company limited by guarantee. Company No. 6689362, Charity No. 1126084

