



MAKING A GIFT – a step-by-step guide

- 1 Read through the projects below and select the one(s) that you would like to support by ticking the box. If you select more than one, your gift will be split equally between them.
- 2 Complete your personal details. Please remember to sign and date the form.
- 3 If you are able to Gift Aid your gift please complete this section. This enables the Foundation to claim back the tax* on your gift thereby increasing the total value. All you have to do is sign and date it.
- 4 Choose your preferred method of payment: one-off gift by cheque or credit card or regular gift by Direct Debit.
- 5 Return your completed Response Form to us in the reply envelope provided (prepaid postage applies to UK only).

Remember, your participation really counts.

* You must pay an amount of income tax and/or capital gains tax equal to the tax we reclaim on your donation(s). The rate is currently 25p in every £1 that you give.

Yes, I'd like to make a contribution to the 2009 – 2010 Annual Giving programme

I WOULD LIKE TO SUPPORT THE FOLLOWING PROJECT(S):

Trophy Cabinet	<input type="checkbox"/>	Charitable Aid Travel Bursary	<input type="checkbox"/>
Curriculum Development Fund	<input type="checkbox"/>	Service Books	<input type="checkbox"/>
Lights for Drama	<input type="checkbox"/>	Three New Violas	<input type="checkbox"/>
Music Travel Bursary	<input type="checkbox"/>	Telescope	<input type="checkbox"/>
Sport Travel Bursary	<input type="checkbox"/>	I would prefer the Foundation Trustees to allocate my gift	<input type="checkbox"/>

If my chosen project is oversubscribed I would like to be contacted before the Trustees allocate my gift to an alternative project

YOUR DETAILS (PLEASE PRINT CLEARLY)

FULL NAME												
ADDRESS												
POSTCODE												
EMAIL												
TELEPHONE												
SIGNATURE							DATE		/		/	

GIFT AID DECLARATION

I am a UK taxpayer and I wish all gifts I make from the date of this declaration until I notify you otherwise to be tax effective under the Gift Aid Scheme. Higher rate tax payers can claim further tax relief on their self assessment tax return.

You must pay an amount of Income Tax and/or Capital Gains Tax equal to the tax we reclaim on your gifts (currently 25p for each £1 that you give).

SIGNATURE							DATE		/		/	
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PLEASE TURN OVER AND COMPLETE YOUR GIFT DETAILS





Wells Cathedral School Foundation

YOUR GIFT

I wish to make a gift of:

£25 £50 £100 £250 £500 £1,000 other (please specify) £

PLEASE NOW COMPLETE YOUR PAYMENT DETAILS AND RETURN IN THE ENVELOPE PROVIDED

Please now select your method of payment:

1 BY CHEQUE Enclose a cheque payable to 'Wells Cathedral School Foundation'

2 BY CREDIT/DEBIT CARD

Please debit my	VISA	MASTERCARD	AMERICAN EXPRESS
DEBIT CARD (PLEASE SPECIFY)			
CARDHOLDER			
CARD NUMBER			
Valid from	/	Expiry Date	/
Issue number (Switch/Maestro only)		3 digit security number (last three digits on the reverse of your card)	

3 BY DIRECT DEBIT

I would like to make a commitment of	£	monthly/quarterly (please circle)
We will take payments from your account on or after the 4th day of the month.		
Commencing in the month of		20

PLEASE COMPLETE THE MANDATE BELOW

Instruction to your Bank or Building Society to pay by Direct Debit		
Please complete this instruction and send to: Wells Cathedral School Foundation, Wells Cathedral School, Wells, Somerset, BA5 2ST, UK.		
BANK DETAILS		Originator's Identification No.
Name(s) of Account Holder(s)		6 9 1 6 9 4
Bank/Building Society account number		
Branch Sort Code		
Name and full postal address of your Bank or Building Society		
To the Manager of		
ADDRESS		
		POSTCODE
Reference Number		
Instruction to your Bank or Building Society:		
Please pay Wells Cathedral School 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 Wells Cathedral School Foundation and if so, details will be passed electronically to my Bank/Building Society.		
SIGNATURE		DATE
		/ /

Some Banks and Building Societies may not accept Direct Debit instructions for some types of account.

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. If the amounts to be paid or the payment date changes, Wells Cathedral School Foundation will notify you 14 working days in advance of your account being debited or as otherwise agreed. If an error is made by Wells Cathedral School Foundation or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

