



## Standing Order Mandate

Instructions to set up a Standing Order (regular payments from your account) to Reach Learning Disability

### 1. Your Details

Title	<input type="text"/>	Your full name	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>		

### 2. Your Bank Details

Bank Name	<input type="text"/>	Branch Name	<input type="text"/>
Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### 3. Standing Order Details

Payment Frequency (please tick)	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half Yearly <input type="checkbox"/>	Annually <input type="checkbox"/>
Recipient's Bank Name	<input type="text" value="Reach Learning Disability"/>			
Recipient's Sort Code	<input type="text" value="20-50-21"/>			
Recipient's Account Number	<input type="text" value="43905306"/>			
Payment Amount (please tick)	£10 <input type="checkbox"/>	£25 <input type="checkbox"/>	£50 <input type="checkbox"/>	Other <input type="checkbox"/>
Other amount in words	<input type="text"/>			
1 <sup>st</sup> Payment Date	<input type="text" value="/ /"/>			
Preferred Payment Date	<input type="text"/>	Payment will be taken on 25 <sup>th</sup> of the month unless stated otherwise		

### 4. Your Agreement with Your Bank

This request is addressed to the bank which holds my/our account. I authorise you to debit my/our account in accordance with the details in section 2 and 3 above.

Your Signature	<input type="text"/>
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Date	<input type="text" value="/ /"/>
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Personal data will be shared between Reach, your bank, our bank and other agencies required for the safe and efficient processing of your standing order. We do not share personal data with other charities for fundraising or marketing purposes. For more information about why and how we collect and manage data from our donors and supporters please see our Donor and Support Privacy notice at [www.reachuk.org/about/privacy/](http://www.reachuk.org/about/privacy/) or contact the fundraising team on 01636 819066.

Please complete this form and send it to **your bank/building society** who will arrange for payment to be made in accordance with your instructions set out in section 3 above.

If you are a UK tax payer, to enable us to reclaim Gift Aid on all your donations so that each £1 is worth an extra 25p to Reach Learning Disability, please complete the enclosed Gift Aid declaration and return it to Reach at the above address.

*Thank you for donating to Reach; your ongoing support really makes a difference to people with learning disabilities across Nottinghamshire.*





## Gift Aid Form

### **Boost your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

I want to Gift Aid my donation of £\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to: **Reach Learning Disability**

I am a UK taxpayer and 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.

Title \_\_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_

Full Home Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### ***Please notify Reach Learning Disability if you:***

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains*

*If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*

Data provided by you in relation to Gift Aid will be stored for seven years after your last donation. It will be stored securely in our paper and electronic records. Data will be shared with HMRC and our fundraising database provider only for the purposes of efficient processing/claiming of gift aid and to comply with legislation. We may need to contact you occasionally with regards to administration of gift aid. For more information about how we manage data, please see our Privacy Notice for Donors and Supporters at [www.reachuk/about/privacy](http://www.reachuk/about/privacy) or call our fundraising team on 01636 819066.

