The Stationers' Foundation

Making a Donation to the Stationers' Foundation

Title: _____	Home address: _____
First name or initial(s): _____	_____
Surname: _____	Postcode: _____
Telephone: _____	Email: _____

To make a regular donation via Standing Order

Your bank details   To the Manager _____ *(name of your Bank/Building Society)*

Address: _____

Postcode: _____

Name(s) of Account Holder(s) _____   *Your Reference* _____

Branch Sort Code ☐☐☐☐☐☐   *Bank Account Number* ☐☐☐☐☐☐☐☐

Please pay to the account of The Stationers' Foundation at the Royal Bank of Scotland plc incorporating Child & Co, Bankers, 1 Fleet Street, London EC4Y 1BD

Account No: 10629198   **Sort Code: 15 - 80 - 00**

Please tick   ☐ £10   ☐ £15   ☐ £20   ☐ £25   ☐ £50   **per month/quarter/year**

OR £ _____ *(other amount in figures)*

£ _____ *(amount in words)*

on the ☐☐ *(day)* of ☐☐ *(month)* **20**☐☐ *(year)* (**NOTE**: this date should be at least one

month from the date of the signing of this form) and on the same day of each subsequent **month/quarter/year**

(please delete whichever does not apply) until further notice. This standing order mandate will automatically

cancel any previous mandates with this charity.

Signature: _____   **Date:** _____

Print Name: _____

Please complete the Gift Aid declaration on the reverse of this form

To make a one-off donation

I enclose a one-off donation of £ _____ *(Please make cheques payable to*

***The Stationers' Foundation**)*

Please complete the Gift Aid declaration on the reverse of this form

Please turn over to complete your Gift Aid Declaration and to specify how you wish your donation to be used.

Charity Gift Aid Declaration - Boost your donation by 25p of Gift Aid for every £1 you donate

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

*In order to Gift Aid your donation you must tick the box below, **whether or not you are making a donation just at the moment***

☐ I want to Gift Aid my donation as detailed above and any donations I make or have made in the past 4 years to the Stationers' Foundation. 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. I will notify the Stationers' Foundation if I want to cancel this declaration, change my name or home address or no longer pay sufficient tax on my income and/or capital gains.

Signature: _____ **Date:** _____

Print Name: _____

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.

The most valuable contribution you could make would be to allow our Trustees to decide on the best balance of funds for our range of charitable purposes. You may, however, indicate below if you wish to restrict the use of your donation.

☐ **I wish** [_____] **% of my donation to be used at the discretion of the Trustees ***
This is our recommended option

☐ I wish [_____] % of my donation to be used for the Education Fund*
(this encompasses the Postgraduate Bursary Scheme, Saturday Schools Project and Stationers' Crown Woods Academy)

☐ I wish [_____] % of my donation to be used for the rehabilitation of wounded servicemen and/or for other service-related charities *

☐ I wish [_____] % of my donation to be transferred to the Stationers' Community Fund and used at the discretion of the Trustees **

Please tick the relevant box(es) and enter the relevant percentages in the second box(es)
If you leave this section blank, your entire donation will be used at the discretion of the Trustees*

* This money will be retained within the Stationers' Foundation and used for the purpose(s) specified
** This money will be transferred to the Stationers' Community Fund (Charity Fund 1961 (Stationers' and Newspaper Makers' Company) Reg No. 233251) and used for the purpose(s) specified

Signature: _____ **Date:** _____

Print Name: _____

Please return this form to Pamela Butler, The Stationers' Foundation, Stationers' Hall, Ave Maria Lane London EC4M 7DD

Telephone : 020 7246 0990   *Website* : www.stationers.org
Registered Charity No: 1198494 (England & Wales)