



Stationers' Hall Charity

Making a Donation to the Stationers' Hall Charity

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' Hall Charity at the Royal Bank of Scotland London Drummonds Branch, 49 Charing Cross, London SW1A 2DX

Account No: 11402426 Sort Code: 16 - 00 - 38

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 Stationers' Hall Charity)

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' Hall Charity 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' Hall Charity. 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' Hall Charity 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.

I wish % of my donation to be used at the discretion of the Trustees

Signature: _____ Date: _____

Print Name: _____

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

Telephone : 020 7246 0990 Website : www.stationers.org
Registered Charity No: 1169753 (England & Wales)