

# THE SHEFFIELD ROYAL SOCIETY for the BLIND



## Instructions to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send to:

The Sheffield Royal Society for the Blind  
5 Mappin Street  
Sheffield  
S1 4DT

Originators Identification Number

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Name of Account Holder(s)


Reference Number

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Bank/Building Society account number

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Branch Sort Code

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Instructions to your Bank or Building Society

Please pay The Sheffield Royal Society for the Blind 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 Sheffield Royal Society for the Blind and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Signature(s)
Date

**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 dates change The Sheffield Royal Society for the Blind will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Sheffield Royal Society for the Blind 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

## **Gift Aid Declaration**

**To:** Sheffield Royal Society for the Blind (SRSB)

Please treat as Gift Aid donations all qualifying gifts of money made by me today, in the past 4 years and in the future.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

### **Donor's details:**

**Title:** \_\_\_\_\_

**First name/initial(s):** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Full home address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please notify SRSB if you:

Want to cancel this declaration, change your name or home address or 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.