

Standing Order Instruction

Please fill in both boxes with CAPITAL LETTERS

Name(s)

Address

Postcode

Telephone Number

Email

Name of your bank or building society:

Address of branch:

Postcode

Account Number:

Sort Code:

Please debit my/our (account name):

Amount in £:

Amount of payment in words

Date of first payment:

and monthly thereafter until further notice

Signature:

Date:

Please pay:

Lloyds Bank plc.,

74-78 Church Road, Hove, East Sussex. BN3 2EE

Sort code: 30-98-74

For the credit of **HDSK No 1 Account**

Account number 00036069,

quoting ref

(please leave blank)

Please return this form to:

HDSK, 148 Portland Road, Hove BN3 5QL

This standing order replaces the previous one
for amount.

This is in addition to any previous standing order
to HDSK.

If you want to change the amount of an existing standing order:

Please complete a form for the total combined amount and make sure you tick the box on the form that says "this standing order mandate replaces the previous one" before sending it to HDSK.

If you have an existing standing order and also want to start a new one

Please complete a form for an extra amount and make sure you tick the box on the form that says "this is in addition to any previous standing order to HDSK" before sending it to HDSK.

If you want to change your bank account details:

You need to send HDSK a form with a note to say that this standing order replaces the old one and that the old standing order has been cancelled. Please note we cannot cancel standing orders for you - this must be done by you with your bank.

Gift Aid Declaration – for past, present & future donations

HDSK Registered Charity no.1016818

Please treat as Gift Aid donations all qualifying gifts of money made

today in the past 4 years in the future

Please tick all boxes you wish to apply.

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.

Further information on the scheme will automatically be sent on receipt of this form, and is also available on request from **HDSK, 69 Church Road, Hove, East Sussex, BN3 2BB.**

DONOR DETAILS

Title First name or initial(s)

Surname:

Full home address:

Post code: Telephone number:

Email:

Date: Signature:

Please notify HDSK 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.