

# Thank you for setting up a Direct Debit



Please fill in the whole form using CAPITAL LETTERS and a ballpoint pen and return it to:  
ADRA-UK Stanborough Park, Watford, Hertfordshire, WD25 9JZ.

**Tel: 030 30 40 10 17**

YES, I want to help ADRA-UK with a regular gift of:

£5  £10  £25 or  my own amount of £\_\_\_\_\_ per month to ADRA-UK

Title \_\_\_\_\_ First name \_\_\_\_\_

Surname \_\_\_\_\_

Postal address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

UK registered charity number 1074937 (Scotland SCO37726)

I want all donations I have made to ADRA-UK in the past four years, and any donations I make in the future, to be Gift Aided until I notify you otherwise.

To qualify for Gift Aid, you must pay an amount of UK Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year. Tax year is 6 April one year to 5 April the next.

*giftaid it*

Signed \_\_\_\_\_

Date   /   /

ADRA-UK will not pass your details on to any other organisation. If you already receive information from ADRA-UK, we will continue to send it unless you tell us otherwise by writing to us at Stanborough Park, Watford, Hertfordshire, WD25 9JZ.

If you are new to ADRA-UK, please tick here if you would like to receive information from us.

Your donation will be taken out of your bank account at the end of every month.

## Instruction to your bank or building society to pay by Direct Debit



To: The Manager \_\_\_\_\_

(Name of bank/building society)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Banks and building societies may not accept Direct Debit instructions for some types of accounts.

Name(s) of account holder(s) \_\_\_\_\_  
\_\_\_\_\_

Branch sort code   -   -

Bank / building society account no.

Reference no. (for office use only)

Instruction to your bank or building society:

Please pay ADRA-UK Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that that this instruction may remain with ADRA-UK and, if so, details will be passed electronically to my bank/building society.

Signed \_\_\_\_\_

Date   /   /



Please retain for your information

### 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, you will

be notified at least ten working days in advance of your account being debited or as otherwise agreed.

- If an error is made by ADRA-UK 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 ADRA-UK.



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