

## Gift Aid Declaration

**In order to Gift Aid your donation you must tick the box below:**

I Want to Gift Aid my donations of money made in the past 4 years and in the future to the

### HALLAM COMMUNITY & YOUTH ASSOCIATION

(REG CHARITY NUMBER 523702)

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.

**My Details** Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Full Home Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Post Code \_\_\_\_\_ Date \_\_\_\_\_

**Please notify the Gift Aid secretary 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.



### Instruction 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:  
 Hallam Community & Youth Association.  
 C/o 62 Barnclyffe Crescent, Sheffield, S10 4DD

**Originator's Identification Number**

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**Name and full postal address of your Bank or Building Society**

To the Manager	Bank/Building Society
Address	
Postcode:	

For RSM2000 Ltd re: Hall Community & Youth Assocn. (Official Use Only)  
**This is not part of the instruction to your Bank/Building Society**

**Clients Own Reference number**

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**Name(s) of Account Holder(s)**

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**Bank/Building Society Account Number**

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**Branch Sort Code**

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**Instruction to your Bank or Building Society**

Please pay RSM2000 Ltd re Hallam Community & Youth Association 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 RSM2000 Ltd re *Hallam Community & Youth Association*. and, if so details will be passed electronically to my Bank/Building Society:

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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, RSM 2000 Ltd re *Hallam Community & Youth Association* will notify you 10 working days in advance of your account being debited, or as otherwise agreed. If you request RSM 2000 Ltd re *Hallam Community & Youth Association* to collect a payment, confirmation of the amount and date will be given at the time of the request.
- If an error is made in the payment of your Direct Debit, by RSM 2000 Ltd re *Hallam Community & Youth Association* or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when RSM 2000 Ltd re *Hallam Community & Youth Association* asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be requested. Please also notify us.