

### Personal details:

Title and Full Name \_\_\_\_\_ Matric Year \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Email \_\_\_\_\_ Telephone \_\_\_\_\_  
 I do not wish my name to be printed in the published List of Benefactors\* \*LMH does not publish amounts donated

### Section A - Gift Aid Declaration

#### Boost your donation by 25p for every £1 you donate

I would like Lady Margaret Hall to treat this donation and all donations I make from the date of this declaration, until I indicate otherwise, as Gift Aid donations. I 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Please notify us 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.

### Section B - Setting up a regular donation:

I have completed the DIRECT DEBIT Instruction below and would like to make a regular donation of:

£  every  on the 1st  or 15th  commencing  until further notice  or for  years  
 (amount) (month / quarter / year) (please tick ONE date) (month - allow min. 4 weeks) (please select ONE)

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

Please fill in the whole form using a ball point pen and return to:  
LMH Development Office, Lady Margaret Hall, Norham Gardens,  
Oxford, OX2 6QA, UK



Originators ID Number

2 7 7 9 3 7

#### Name and full postal address of your Bank/Building Society:

To: The Manager \_\_\_\_\_ Bank/Building Society \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

#### Name(s) of Account Holder(s):

\_\_\_\_\_

Bank/Building Society Account Number:

Branch Sort Code:

#### Reference

(to be completed by Lady Margaret Hall)

#### Instructions to your Bank or Building Society:

Please pay CTT Charity Payments Direct Debits, from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. (CTT Charity Payments process the Direct Debits on behalf of Lady Margaret Hall). I understand that this Instruction may remain with CTT Charity Payments 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 CTT Charity Payments will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request CTT Charity Payments to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by CTT Charity Payments 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 CTT Charity Payments asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

### Section C - Making a single gift:

I would like to make a single gift of £ \_\_\_\_\_

- I enclose a cheque made payable to LMH Development Fund  
 I enclose a CAF (Charities Aid Foundation) cheque  
 Please debit my: Visa / MasterCard / American Express / Maestro / Solo card (please indicate your preference)

Card Number  Expiry Date  Start Date  Issue Number  Security Code