



# The Lancing Foundation

## THANK YOU FOR YOUR SUPPORT

Please complete this form as follows and return to:

**Foundation Office, Lancing College, Lancing, West Sussex BN15 0RW**

- For regular donations by Direct Debit please complete sections 1, 3 and the Gift Aid Declaration
- For single donations please complete section 1, 2 and the Gift Aid Declaration

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### SECTION 1: YOUR DETAILS

Name .....

Home address .....

.....Postcode.....

Telephone..... Mobile .....

Email .....

#### DECLARATION

I would prefer my gift to be anonymous

I am happy for my support to be acknowledged in publications

I would like my name to appear as: (e.g. Mr & Mrs Smith, The Smith Family)

.....

#### CONTACT PREFERENCES

We would like to keep in touch with you about our latest campaigns, events and news. Please indicate your contact preferences by ticking the boxes below.

Post    Email    Phone

If you already hear from us we will continue to contact you in line with your existing preferences plus any new ones selected above. Should you wish to change your contact preferences please email [foundation@lancing.org.uk](mailto:foundation@lancing.org.uk) or call 01273 465 708.

#### MY GIFT IS IN SUPPORT OF

Foundationers' Bursary Fund    Head Master's Fund

Other (please specify).....

*In accordance with charity regulations, where a preference has been indicated, and in the unlikely event that a gift for that purpose becomes surplus or unusable, the Head Master will apply the proceeds for the general purposes of the school.*

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### SECTION 2: SINGLE DONATIONS

I would like to make a single donation of £.....

I enclose a cheque made payable to Lancing College Ltd (Foundation)

By BACS transfer

Lancing College Ltd (Foundation), Barclays Bank, 1 Churchill Place, London

Sort Code: 20-65-82   Account: 10233137   SWIFT BIC: BARCGB22   IBAN: GB28BARC 206582 10233137

#### GIFT AID DONATIONS

If you are a UK tax payer you can boost your donation by 25p for each £1 you donate.

*giftaid it*

Please tick the box below

I am a UK taxpayer. Please treat all donations I make or have made to Lancing Foundation for the past 4 years as Gift Aid donations until further notice

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. Please let us know if you want to cancel this declaration, change your home address or no longer pay sufficient tax.

Please notify the charity 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.

**SECTION 3: REGULAR DONATIONS BY DIRECT DEBIT**

I pledge to make a regular gift of £.....

per month  per quarter  per year

Start date .....

**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT**



**Please fill in the whole form using a ballpoint pen**

Name(s) of account holder(s)

[Empty text box for account holder name]

Bank/building society account number    Branch sort code

[Empty boxes for account number]

[Empty boxes for branch sort code]

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

To the Manager:	Bank/Building Society
Address:	
Postcode:	

FOR LANCING COLLEGE LTD  
OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society

Service user Number: 433375  
Reference Number

[Empty boxes for service user and reference numbers]

**Instruction to your bank/building society**

Please pay Lancing College LTD 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 Lancing College LTD 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 Lancing College LTD will notify you within 10 working days in advance of your account being debited or as otherwise agreed. If you request Lancing College 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 Lancing College LTD 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 Lancing College LTD 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.

**THANK YOU**

**LANCING FOUNDATION**  
Lancing College, Lancing, West Sussex BN15 0RW  
T 01273 465 708  
E foundation@lancing.org.uk  
www.lancingcollege.co.uk  
Registered Charity Number 1076483