

# Donation form

## SECTION A

### HOW WOULD YOU LIKE TO HELP?

Please tick as appropriate

- I would like to make a **regular donation** of £\_\_\_\_\_ per  month,  quarter,  year (tick as appropriate) to help fund The Walk Centre
- I would like to make a **one-off donation** of £\_\_\_\_\_ to help fund The Walk Centre

## SECTION B

### PERSONAL DETAILS

Please provide details below

<b>Name:</b>	
<b>Address:</b>	
	<b>Post code:</b>
<b>Tel. No:</b>	
<b>Email:</b>	

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- PLEASE TICK THIS BOX** to enable us to claim a tax rebate on your donation (GIFT AID). It will not cost you anything. You just need to be a UK taxpayer.

**DECLARATION:** I am a UK taxpayer and want The Walk Centre to reclaim the tax on all donations I make from the date of this declaration until I notify you otherwise. I understand that I must pay an amount of income tax and/or capital gains tax at least equal to the amount of tax that The Walk Centre will reclaim on my gifts for this, and future, tax year (currently 25p for every £1 donated) and will notify The Walk Centre if this ceases to be the case.

Please sign

Date

## NEXT STEPS

- For regular donations - please complete **ALL sections**, including the standing order mandate form on the next page, and return these to us by post (see details at the bottom of the next page).
- For one-off donations - please complete **sections A and B** and return this form to us by post (see details at the bottom of the next page). You can make your donation by cheque or by sending a bank transfer using the account details outlined in **section C**.
- If you **would like further details** about sponsorship options please complete this form and return it to us.

Once we receive your completed standing order mandate we will notify your bank to start payment from the date specified on your form. In doing so we are keen to reduce our costs to help maximise the support we can provide The Walk Centre through the funds we raise. Please help us to do so by enclosing a stamped addressed envelope (SAE), addressed to your bank, with your completed forms.

*The Walk Centre has a strict policy regarding privacy of your personal details. For further details please see our Data Protection Statement in the information at the end of this form.*

If you are interested in receiving updates on the progress of The Walk Centre then please provide your email address in the contact details section below and tick this box

SECTION C

# Standing Order Mandate



**PLEASE PRINT**

I would like to set up a  monthly,  quarterly,  annual standing order gift\* of: -

£15     £20     £50    or other amount: £  .

Date of first payment:  /  / 20  and thereafter until further notice

\*(tick as appropriate)

**Please allow minimum of three weeks from completing this form before first payment date for processing.**

Title     Initials     Surname

Address

County

Postcode     Telephone No.

**Payment Details: Please pay the above amount on the specified date each month to:  
The Walk Centre, Sort Code: 20-40-71 Account No: 03011097**

**PLEASE PRINT**

Account to be Debited:	<b>To The Manager of:</b> <input type="text"/> (Name of Bank/Building Society)
	Bank Address <input type="text"/> County <input type="text"/> Town <input type="text"/> Postcode <input type="text"/>

Account No:     Sort Code

Reference  **To be completed by charity**

Please sign     Date

**PLEASE RETURN COMPLETED FORM TO:**

The Walk Centre, Mayfield, Windsor Lane, Wooburn Green, High Wycombe, Bucks, HP10 0EG  
Tel: 07870 698177  
Email: enquiries@thewalkcentre.org  
Charity Registration No: 1129576

**Thank You**  
for pledging your ongoing donation



## 100% of the amount you give will go directly into the Charity's bank account

Standing orders are one of the most cost effective ways available to charities of fundraising and avoids fees associated with other forms of payment, such as Direct Debit. This helps maximise the impact your ongoing donation has in helping to further the Charity's objectives at The Walk Centre, Nakuru, Kenya.

### Data Protection Statement

The Walk Centre has a strict policy regarding privacy of sponsor details provided to us in this form. We will only use your personal data for the purposes of:

- transferring information to HM Revenue & Customs in respect of a Gift Aid claim;
- confirming to your bank that you have made a sponsorship pledge by standing order;
- administration and archiving, including contacting you if we require further information to process your pledge;
- achieving the Charity's objectives; and
- informing you of activities in relation to the Charity's aims, and corresponding to the sponsorship you have agreed, which may include contacting you by email, post or telephone.

If you would prefer that we do not contact you (for example with updates on our activities) please write to us at The Walk Centre, Mayfield, Windsor Lane, Wooburn Green, High Wycombe, Bucks, HP10 0EG. Please be aware that even if you do not give your consent to us to keep you informed about our activities we will still process your personal data for the administrative purposes outlined above in accordance with the requirements of the Data Protection Act 1988.

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### What is Gift Aid?

Gift Aid is a simple way for our charity to increase the value of gifts of money we receive from UK taxpayers.

### How does Gift Aid work?

When a UK taxpayer gives a gift of money to us, tax has already been paid on that money. This money therefore qualifies for Gift Aid. Because we are exempt from tax, we can claim an amount equal to the tax paid by a donor on their donation as a repayment from HM Revenue & Customs (HMRC). If you are sponsoring someone for our charity and you have paid UK tax, please tick the box on our sponsor form.

### Please notify The Walk Centre if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

### Tax claimed by the charity

- The Walk Centre will reclaim 25p of tax on every £1 you give on or after 28 April 2009.
- The Government will pay us an additional 3p on every £1 you give between 28 April 2009 and 5 April 2011. This transitional relief for the charity or CASC does not affect your personal tax position.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.