# Middlesex University Donation Form

## PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Title:</th>
<th>Forename(s)</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel no:</td>
<td>Email address:</td>
<td></td>
</tr>
</tbody>
</table>

## PURPOSE OF GIFT

<table>
<thead>
<tr>
<th>Sports fund</th>
<th>Scholarships</th>
<th>Equipment</th>
<th>Other (please specify)</th>
</tr>
</thead>
</table>

We would like to thank you appropriately for your gift. If you wish to treat your gift as anonymous, please tick ☐

## SINGLE GIFT

I enclose a cheque* for £___________ Or charge £___________ to my Visa/Mastercard/Solo/Delta/Maestro#. 
*cheques to be made payable to Middlesex University  # please delete as appropriate

<table>
<thead>
<tr>
<th>Card no.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name on card:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Start date:</th>
<th>Expiry date:</th>
<th>Issue Number (if applicable):</th>
<th>Card Security code:</th>
</tr>
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<tbody>
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</table>

## SIGNATURE

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
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</tbody>
</table>

## REGULAR GIFT

I would like to donate the following amount by direct debit monthly/quarterly/6-monthly/annually (please delete as appropriate)

☐ £2.50 ☐ £5 ☐ £10 ☐ £20 ☐ £50 ☐ £100 ☐ Other £_________

Thank you for supporting Middlesex University

*Please complete the direct debit instructions overleaf*

## GIFT AID DECLARATION

If you are a UK taxpayer, the University is able to reclaim 25p for every £1 you give under the gift aid scheme.

Please help us by signing the declaration below.

I confirm that I am a UK taxpayer and pay income/capital gains tax equivalent to the amount of tax the University will reclaim on my donations. I wish the University to treat all donations made on or after 6 April 2000 as Gift Aid donations. I will notify the University if my circumstances change.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please return this completed form to Development Office, Middlesex University, The Burroughs, Hendon, London, NW4 4BT

**Notes:**

1. If your declaration covers donations which you may make in the future:
   a. Please notify Middlesex University if you change your name or address while the declaration is still in force.
   b. You can cancel the declaration at any time by notifying Middlesex University – it will not then apply to donations you make on or after the date of cancellation or such later date as you may specify.

2. In any tax year, you must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity (Middlesex University) reclaims on your donation(s) in that tax year.

3. If, in the future, your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).

4. If you pay tax at the higher rate, you can claim further tax relief in your Self Assessment Tax Return.

5. If you are unsure whether your donations qualify for Gift Aid tax relief, you can contact Middlesex University on 020 8411 6435 or ask your local tax office for leaflet IR113 Gift Aid.
Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Development Office
Middlesex University
The Burroughs
London NW4 4BT

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Address

Postcode

Reference

Originator's Identification Number

8 3 8 4 8 1

FOR MIDDLESEX UNIVERSITY OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Instruction to your Bank or Building Society
Please pay Middlesex University 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 Middlesex University 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 from some types of account

The Direct Debit Guarantee

• This Guarantee is offered by all Banks or 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 Middlesex University will notify you 10 working days in advance of your account being debited or as otherwise agreed.
• If an error is made by Middlesex University 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 us.

This guarantee should be detached and retained by the Payer