

## STANDING ORDER AUTHORITY

To set up a **standing order** you should complete the Standing Order authority **and** the Gift Aid declaration. For a **single donation** you need only complete the Gift Aid declaration. Please return the completed form(s) to:

The Finance Department, Langley Grammar School, Reddington Drive,  
Langley, Berkshire, SL3 7QS

Name of Bank or  
Building Society:

Branch address:

Postcode:

Name of account holder:

Account number  Sort code

I would like to donate:  £15  £20  £25  
 Other amount £ ..... (please specify)

On the 10<sup>th</sup> day of each month commencing:

Month ..... Year ..... until cancelled by me.

Payee: Langley Grammar School Development Fund

Bank details: Lloyds, High Street, Slough

Sort code: 30-97-73

Account number: 43121560

**Signature of account holder:**

**Date:**

**To be completed by school**

Please quote reference

on all payments

## GIFT AID DECLARATION

**Name of Charity:** Langley Grammar School

Donor name:

Student(s) name:

Address:

Postcode:

**Please treat**

My **monthly donation** of:  £15  £20  £25  Other amount £ ...

**or**

the enclosed **single donation** of £ ..... as a Gift Aid donation

I **am** a UK taxpayer  I am **not** a UK taxpayer

You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April in one year to 5 April the next) that is at least equal to the amount of tax that the charity will reclaim on your gifts for that tax year (currently 25p for each £1 you give). If you pay Income Tax at the higher rate you can claim further tax relief on your Self Assessment tax return.

**If you are unsure whether your donations qualify for Gift Aid tax relief, ask the school or refer to the HMRC website ([www.hmrc.gov.uk](http://www.hmrc.gov.uk))**

**Signature:**

**Date:**

**You should notify the school 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

