**Standing Order Form – External**

To set up a regular standing order donation to CICCU, please complete this form and return to: William Backhouse, Wilson House Berkhamsted School, Castle Street, Berkhamsted, HP4 2BE. Please do not send this form to your bank.

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| **Your details:** |
| Title: | Full name: |
| Address: |
|  | Postcode: |
| Tel:\*  |
| Email:\* |

\* Please provide these details if you are happy to be contacted in these ways.

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| **Please pay to Lloyds Bank plc, Sort Code: 30-13-55, Account Number: 3283 7260, for the credit of CICCU,** |
| the sum of **£** |  |  |
|  |  |  |
| on the |  | day (number) of each | month/quarter/year | (leave only one) |
| until further notice or until | **D D** | **M M** | **Y Y Y Y** |  |
| First payment to be made on | **D D** | **M M** | **Y Y Y Y** |  |

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| **Your account details** |
| **Full name of account holder** (block capitals): |
| **Name and full address** of your bank/building society(as stated on your chequebook)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Postcode: \_\_\_\_\_\_\_\_ | Sort code: |  |  |  |  |  |  |
| Account number: |
|  |  |  |  |  |  |  |  |
| Date:  |  |
| **Signed:** |  |

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| **This standing order:** (please tick one) |
|  | is a new standing order |  | replaces my existing standing order |
|  | is in addition to my existing standing order |

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| **Gift Aid declaration** |
| Please treat as Gift Aid donations all qualifying gifts of money made: |
|  | today |  | today and in the future |  | in the past 4 years |
| (please tick all boxes you wish to apply) |
| **Signed:** |  | Date: |  |
| I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6th April to 5th April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give. Please notify CICCU 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. |