

# Annual Fund 2011 Gift Form

## Your Gift

PID (If known) \_\_\_\_\_

Full name (including title): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

email: \_\_\_\_\_

Subject and level of study: \_\_\_\_\_

Graduation/qualification year: \_\_\_\_\_

Please tick if you wish for your gift to remain anonymous

### Please use my gift for:

- Undergraduate scholarships
- Student opportunities
- Postgraduate and research support

### Gift Aid Declaration

I am a UK tax payer and wish the Queen Mary, University of London Foundation to treat this donation, and all donations I make from the date of this donation until I notify you otherwise, as Gift Aid donations. *giftaid it*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: To be eligible for Gift Aid you must pay enough UK income tax and/or capital gains tax to cover the amount of tax the Queen Mary, University of London Foundation will reclaim on your donation which, at the time of going to press, is 25p for every £1 you donate. Registered charity no: 1113376

### Regular Gift by Direct Debit

I wish to set up a Direct Debit for £ \_\_\_\_\_ monthly/quarterly/annually (please circle the correct frequency) to the Queen Mary, University of London Foundation commencing on: 01/\_\_\_/\_\_\_ (please note all regular donations begin on the first day of the month).

### Single Gift

I enclose a cheque for \_\_\_\_\_ made payable to 'Queen Mary, University of London Foundation'

Please charge £ \_\_\_\_\_ to my credit/debit card.

Switch  Mastercard  Visa

Card no:

Security code:

Start date:     Expiry date:

Issue no (Switch only): \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

The information about your credit/debit card details will be destroyed once payment has been taken. We recommend that you telephone the Queen Mary, University of London Foundation on +44 (0)20 7882 7790 rather than put your credit/debit card details in the post.

## Instruction to your bank or building society to pay by Direct Debit



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

Queen Mary, University of London Foundation,  
c/o Alumni Relations and Fundraising Office,  
Queen Mary, University of London, Mile End Road, London E1 4NS

Name(s) of account holder(s)

\_\_\_\_\_

Bank/building society account number

Branch sort code

Service User Number

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

Reference

### Instruction to your Bank/Building Society

Please pay the Queen Mary, University of London Foundation 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 the Queen Mary, University of London Foundation 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, the Queen Mary, University of London Foundation will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Queen Mary, University of London Foundation 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 the Queen Mary, University of London Foundation 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 the Queen Mary, University of London Foundation 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.