Robinso*n College Donation Form
Registered Charity No: 1137494

Name (inc.title)  Email Address:
Address: Phone Number:
Postcode:

Gift Aid Declaration - Making the most of your gift.
Robinson College may reclaim basic rate tax on gifts, if you have paid an amount of UK Income Tax or Capital Gains Tax equal to the tax we reclaim. This means every £10 donated is worth £12.50 to Robinson. If you pay tax at a higher rate, you may claim further tax relief on your self-assessment tax return.
I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 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. I wish Robinson College to treat this donation and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid donations.

Signature:________________________ Date:________________________

Please notify Robinson College if you wish to cancel this declaration, if you change your name or home address or if you no longer pay sufficient tax on your income and/or capital gains. If you are unsure whether your donations qualify for Gift Aid tax relief, please contact the Development Office or visit the HM Revenue & Custom website http://www.hmrc.gov.uk/charities-donors/.

I wish to support

☐ Discretionary Fund ☐ Student Support Fund ☐ the Bye-Fellows’ Fund ☐ College Teaching ☐ for PhD Scholarships

Other (please state) _______________________

MAKING A REGULAR GIFT BY DIRECT DEBIT*

*Please complete the Direct Debit Instruction overleaf

☐ I would like to make a regular gift of £____________________ monthly / quarterly / annually (please circle)

Date of first payment: 6th of _____________________ 20_________

OTHER GIFTS

☐ Please send me information about leaving a Legacy gift to Robinson College.

☐ My company will match my gift under the Matching Gift Programme, the appropriate form is enclosed

We take care: All information is held and transmitted securely. Records held are used for alumni relations and fundraising purposes, this includes the sending of the Robinson alumni surveys, appeals and the marketing of alumni events. Communications may be sent by post, telephone or, increasingly, electronic means. If at any time you have queries, wish to restrict data sharing or don’t wish to be contacted, please say. (Minimal information is always retained so you are not contacted inadvertently).

See http://www.robinson.cam.ac.uk/alumni/data-protection for our full data protection statement.

☐ Please tick here if you wish your gift to remain anonymous

Please return to: The Development Office, Robinson College, Grange Road, Cambridge. CB3 9AN
MAKING A SINGLE GIFT

I would like to make a single gift of: £______________

□ I enclose a cheque / CAF cheque made payable to ‘Robinson College Appeal Fund’.

□ I wish to pay by credit/debit card, and I authorise you to debit the amount stated above:

□ Mastercard       □ Visa       □ Delta       □ Switch       □ Amex

Card number: ____________________________ Security Code: ______

Expiry Date: _______ _______ Issue No. (if applicable) ______

Name (as it appears on card): ___________________________________________________________________________________

Signature ………………………………………………………………………………………………………………… Date……………………………………

Instruction to your Bank or Building Society

To pay by Direct Debit

Please fill in the whole form using a ball point pen

To: The Manager - Bank\Building Society

Address: __________________________________________________________________________________________

Postcode: __________________________________________________________________________________________

Name(s) of Account Holder(s): _______________________________________________________________________

Bank/Building Society Account No: __________________________________________________________________

Branch Sort Code: _________________________________________________________________________________

Instructions to your Bank or Building Society:

Please pay Robinson College Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Robinson College and if so will be passed electronically to my Bank/Building Society.

Banks and Building Societies may not accept Direct Debit instructions for some types of Account.

Signature(s): ____________________________________________________________________________________

Date: ___________________________________________________________________________________________

Originator's Reference Number: ___________________________________________________________________

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 Robinson College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Robinson College 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 Robinson College 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 Robinson College 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.

A copy of this guarantee will be sent upon receipt of the gift