



## Together we can change lives

Thank you for your interest in joining the Giving Network at the Community Foundation.

The sign-up process is easy:

- 1) Complete the Direct Debit Form on page 2
- 2) Complete the keeping in touch form on page 3  
(Please note: we need your consent to invite you to the giving circle event later in the year!)
- 3) Complete the Gift Aid form on page 4 to boost your donation by 25%

Once the pack is complete please send back to us at:

Lisa Cappleman  
Community Foundation  
Philanthropy House  
Woodbine Road  
Newcastle upon Tyne  
NE3 1DD

Once received we will send a confirmation email to you and you are officially a member of The Giving Network!

Many thanks,

Lisa Cappleman  
Principal Advisor, Giving & Philanthropy



# 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:

Community Foundation serving Tyne & Wear  
and Northumberland  
Philanthropy House  
Woodbine Road  
Gosforth  
Newcastle upon Tyne  
NE3 1DD

Name(s) of Account Holder(s)



Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager

Bank/building society

Address

Postcode

Reference

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Service user number

4	4	9	4	3	8
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For Community Foundation serving Tyne & Wear and Northumberland official use only

This is not part of the instruction to your bank or building society

Amount of donation (minimum £30 per month)

£

Frequency of donation :

Please select preferred date - 1<sup>st</sup> 15<sup>th</sup> 28<sup>th</sup>

- Monthly
- Quarterly
- Annually

### Instruction to your Bank or Building Society

Please pay the Community Foundation serving Tyne & Wear and Northumberland 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 Community Foundation serving Tyne & Wear and Northumberland 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

DDI 15/15

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 Community Foundation serving Tyne & Wear and Northumberland will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Community Foundation serving Tyne & Wear and Northumberland 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 Community Foundation serving Tyne & Wear and Northumberland 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 Community Foundation serving Tyne & Wear and Northumberland 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.

## Keeping in Touch

Your support is important to us but also your privacy so we want to check your consent for further contact and to invite you to our giving circle events.

We will only use your information as stated in our [privacy notice](#) on our website. We will **never** give your information to other organisations to use for their own purposes without your explicit consent.

You are free to change your mind at any time.

I am happy for my data to be used to:

- Contact me about ways to support the Community Foundation
- Contact me to invite me to any events you think I may be interested in
- Contact me to keep me up to date on the work of the Community Foundation

Please tell us if you would be happy for us to contact you:

- By email
- By phone
- By post
- By text

Email address \_\_\_\_\_

Mobile number \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_

**Name**  
**(PLEASE PRINT**  
**IN CAPITALS)** \_\_\_\_\_

**Date** \_\_\_\_\_

### GIFT AID DECLARATION

Boost your donation by 25p for every £1 you donate

In order to Gift Aid your donation you must tick the boxes below:

- I am a UK taxpayer and I would like the Community Foundation to claim gift aid on my donation of £\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years. I understand that if I pay less Income Tax/Capital Gains Tax than the amount of Gift Aid claimed on all of my donations in that tax year it is my responsibility to pay any difference.
- I am donating my own money and the funds have not come from anyone else including family members or from an office or bucket collection.
- The money I am donating is not the proceeds from sales of goods or services or the sale of tickets.
- I have not received something in return for this donation such as an entry ticket to an event or a raffle ticket.

#### Details of donor

Title ..... Forename(s) ..... Surname .....

Full Home address .....

.....

Postcode .....

Signature ..... Date ...../...../.....

#### Please notify us 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

If you pay income tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all of your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Please return the completed form to:

Community Foundation, Philanthropy House, Woodbine Road, Gosforth, Newcastle upon Tyne, NE3 1DD

#### Privacy notice

The Community Foundation uses personal data to build financial and volunteer support, to send communications, to administer donations, grants, volunteering and membership, as well as other activities which promote our aims and objectives. We take great care in how we do this and full details of how we process your data are available at <http://www.communityfoundation.org.uk/privacy-notice/>