

# Martha Trust – Regular donation form

## Personal details – please complete in BLOCK CAPITALS

Name  Mr  Mrs  Miss  Ms Other \_\_\_\_\_

Forenames (in full) \_\_\_\_\_ Surname \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_

Please feel free to contact me by:

Telephone \_\_\_\_\_ Email \_\_\_\_\_

I wish to donate  £5  £10  £25  Other £ \_\_\_\_\_

Monthly  Quarterly  Annually

I enclose my completed Direct Debit mandate to Martha Trust

In order for Martha Trust to claim Gift Aid on your donation(s) we need you to complete our Gift Aid declaration below.

### Please treat (please tick the appropriate box)

- the enclosed gift of £ \_\_\_\_\_ as a Gift Aid donation; OR  
 all gifts of money that I make today and in the future as Gift Aid donations; OR  
 all gifts of money that I have made in the past four years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

*giftaid it*

I confirm that I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all donations in that tax year it is my responsibility to pay the difference.

**Please notify Martha Trust 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 tax.

### Tax claimed by Martha Trust

- Martha Trust will reclaim 25p of tax on every £1 you have given
- Gift Aid is reclaimed by Martha Trust from the tax that you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

### Higher-rate taxpayers

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

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

Martha Trust would like to keep you updated on our future news, fundraising activities and ways to support us. To opt in to receiving information from Martha Trust, please tick how you would prefer to be contacted:

phone  email  letter or email [fundraising@marthatrust.org.uk](mailto:fundraising@marthatrust.org.uk)

We do not sell or swap your details with any third parties, but in order to carry out our work we may need to pass your details to services companies authorised to act on our behalf.

**Please return your completed form to:**

**Martha Trust, Homestead Lane, Hacklinge, Deal, Kent CT14 0PG.**



Nov 17

Martha Trust, Homestead Lane, Hacklinge, Deal, Kent CT14 0PG  
T 01304 615223 F 01304 615462 E [contact@marthatrust.org.uk](mailto:contact@marthatrust.org.uk) W [www.marthatrust.org.uk](http://www.marthatrust.org.uk)

Registered Charity Number 1067885 Company Number 3467406



## Instruction to your bank or building society to pay Direct Debits

Please complete the whole form in BLOCK CAPITALS and send to:

Martha Trust  
Homemead Lane  
Deal, Kent. CT14 0PG

### Name(s) and address of account holder

Mr/Mrs/Miss/Ms \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Bank/building society account number

Branch sort code  -  -

### Name and full postal address of your bank/building society

To The Manager

Bank/building society \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

### Service User Number

Charities Aid Foundation,  
25 Kings Hill Avenue, Kings Hill,  
West Malling, Kent ME19 4TA

For CAF official use only

This is not part of the instruction to your Bank/Building Society

CAF reference number  
FS2763

### Instruction to your bank or building society

Please pay CAF re Martha Trust 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 CAF re Martha Trust and if so, details will be passed electronically to my bank/building society.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Banks and building societies may not accept Direct Debit instructions from 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 CAF re Martha Trust will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request CAF re Martha Trust 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 CAF re Martha Trust 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 CAF re Martha Trust 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.