First 500 Fund

University of Kent

Please complete the relevant sections below and return the form to the Development Office, The Registry, University of Kent, Canterbury, Kent CT2 7NZ

1) Personal details

Full name _____

Address _____

_____

Postcode _____

Telephone _____

Email _____

2) My gift

Regular gift – Direct Debit

I wish to make a regular gift to the University of Kent.
Please debit my account:

£5 ☐ £10 ☐ £20 ☐ £30 ☐ other £ _____

The first payment is to start on the 1st / 15th / 25th (delete as applicable)

of _____ (month) _____ (year) and is to

continue monthly / quarterly / annually thereafter (delete as appropriate).

Please complete the Direct Debit Instruction below

Instruction to your Bank or Building Society to pay by Direct Debit

DIRECT Debit

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Name and full postal address of your Bank or Building Society

To: The Manager of _____ Bank/Building Society

Address: _____

_____

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

Bank/Building Society account number ☐☐ ☐☐ ☐☐ ☐☐

Branch Sort Code ☐☐ ☐☐ ☐☐

Originator's Identification Number 6 9 4 1 4 5

Reference ☐☐☐☐☐☐☐☐☐☐☐

Instruction to your Bank or Building Society

Please pay the University of Kent 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 University of Kent and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s): _____ Date: _____

Single gift

I wish to donate £50 ☐ or my preferred amount of £ _____ to the University of Kent.

☐ I enclose my cheque / postal order payable to **The University of Kent.**

OR please debit my Mastercard / Visa / Maestro / Visa Debit

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Start date ☐☐ / ☐☐ Expiry date ☐☐ / ☐☐

Security Number ☐☐☐ Issue number ☐☐

3) giftaid it

☐ I confirm 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 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Signature: _____

Date: _____

4) Acknowledgement

☐ **In any public acknowledgements, please list me/us in the following way**

_____

☐ **I/we wish to be an anonymous donor**

5) Leaving a legacy

Leaving a legacy to the University could change lives and is a tax efficient way of giving.

☐ **Please send me further information about remembering the University in my will**

☐ **I have left the University a legacy. Please get in touch with me to discuss my wishes**

Thank you for your kind support.

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

DPC 115102 05/13