

Please complete and return the form below so we can reclaim Gift Aid on your donation from HMRC plus the standing order mandate to set up a regular monthly payment to the Friends of Langtree School. Please print these off as separate documents (not back to back) and return as hard copies marked for the attention of the finance office at Langtree School.

|  |  |  |  |
|--|--|--|--|
| <b>Gift Aid</b><br><i><b>Gift aid boosts your donation by 25p for every £1 you donate.</b></i>   |  | I would like to Gift Aid all future donations to School<br>(please tick box) |  |
| <p><i>Gift Aid can be reclaimed by us from the tax you pay for the current tax year. Your address is needed to identify you as a UK taxpayer.</i></p> <p>I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for the current tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for the current 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 have given.</p> <p>I want to Gift Aid any donations I make in the future or have made in the past four years to Langtree School.</p> |  |  |  |
| 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 your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*

| Donor's details  |  |
|------------------|--|
| Title            |  |
| Forename(s)      |  |
| Surname          |  |
| Address – Line 1 |  |
| Address – Line 2 |  |
| Address - Town   |  |
| Postcode         |  |
| Email            |  |

## Standing Order Mandate

|  |   |
|--|---|
| To the Manager of (your bank)  |   |
| Address<br>(it is essential we have the full address as we will send the form to your bank). |   |
| Postcode   |   |
| Please pay   | The Langtree School Academy Trust Company   |
| Account name   | The Langtree School Academy Trust Company   |
| Sort code  | 30 96 96  |
| Account number   | 51590868  |
| The sum of:  |   |
| Amount in words:   |   |
| First payment date:  |   |
| And thereafter on the same day of the month for:   | <input style="width: 40px; height: 20px;" type="text"/> years<br>OR<br>Until further notice<br>(please complete/delete as applicable) |
| My bank sort code  |   |
| My account number  |   |
| My account name  |   |
| Signature  |   |
| Date   |   |
| Please quote reference (Friends of Langtree School will add this information)                |   |

**Please return this form to The Langtree School Finance Office so we can add a reference number before sending on to your bank.**

If you have any queries, please email: [finance@langtreeschool.com](mailto:finance@langtreeschool.com) in the first instance.

**Thank you for supporting Langtree School**

The Langtree Academy Trust Company is a charitable company limited by guarantee registered in England and Wales under company number 07980335. The company address is: Langtree School, Reading Road, Woodcote, Reading RG8 0RA.