



**DAME ALICE OWEN'S SCHOOL  
THE DAME ALICE OWEN FOUNDATION – 1613**

**DONATION FORM for single payments**

I wish to make a single donation of £.....to Dame Alice Owen’s School

I am (please circle): Current parent / Current Staff Member / Past Student /  
Past Parent / Past Staff / Friend of School

Payment - please ✓ the appropriate box:

I enclose a cheque\* for £..... made payable to Dame Alice Owen’s School

I have made a bank transfer\*\* to the School account below for £.....  
on date (dd/mm/yy).....

School account:

Sort Code: 30-13-80

Account Number: 25396160

Reference to identify payment: Surname followed by initials e.g. SmithAB

\*Please post this form and your cheque to: Finance Office, Dame Alice Owen’s School,  
Dugdale Hill Lane, Potters Bar, Herts EN6 2DU

\*\*If you have made a bank transfer we still need this form to claim Gift Aid and to reconcile  
our accounts - please save this as an electronic copy if you prefer and email to:  
[accounts@damealiceowens.herts.sch.uk](mailto:accounts@damealiceowens.herts.sch.uk) or post a hard copy to the above address.

You can Gift Aid your donation to make it worth an extra 25% at no extra cost to yourself - please ✓ the appropriate box:

**Please treat**

- 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 4 years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

**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 my donations in that tax year it is my responsibility to pay any difference.**

**Please notify Dame Alice Owen’s School if you want to cancel this declaration, change your name or home address and/or 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 you Gift Aid donations on your Self-Assessment tax return or ask HMRC to adjust your tax code.**

Signed.....Date .....

TITLE.....FIRST NAME OR INITIAL(S) .....

SURNAME .....

ADDRESS .....

.....

.....POST CODE .....

EMAIL ADDRESS.....

**Thank you very much for your support**