



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

DONATION FORM for standing orders

To set up a standing order to Dame Alice Owen's School, enter your bank address/details below:

To: The Manager.....

Post Code:.....

Branch Sort Code.....Account Number.....

Account Name

Surname.....Mr/Mrs/Miss/Ms/Other..... (specify)

Forename(s).....

Address

.....POST CODE

Telephone No.....E-mail Address.....

Please pay to Lloyds Bank 111 Darkes Lane Potters Bar Herts EN6 1BS (Sort Code 30-13-80)

for the credit of Dame Alice Owen's School (Account Number 25396160)

the sum of £..... (amount in words))

quoting Reference No: **44**

and debit my/our account on:

- 1st day of each month
 - OR 1st day ofquarterly
 - OR 1st day ofannually
- (please tick and complete as applicable)

The first payment to be made on or as soon as possible thereafter.

The last payment to be made on

Signed:.....**Date:**.....

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

I am (please circle): Current parent / Current Staff Member / Old Owenian / Past Parent / Past Staff

Please return this form to The Finance Office, Dame Alice Owen's School, Dugdale Hill Lane, Potters Bar, Herts, EN6 2DU. This form will be sent to your bank and we keep a copy for our records.

Thank you very much for your support - CHARITY NUMBER: 1062184