

# STANDING ORDER FORM

A standing order enables you to give regularly. This is ongoing until you notify your bank otherwise.

Please allow 28 days to process from today's date.

## 1. BANK DETAILS

Your Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

## 2. STANDING ORDER

Standing order amount £ \_\_\_\_\_

## 3. FREQUENCY *(Please Tick)*

Monthly

Fortnightly

Weekly

Quarterly

## 4. ACCOUNT DETAILS

Account Number: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Name of the Account Holder: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Today's Date:

Standing Order Start date :

For office use only:

Account No.61140914, Sort Code: 40-35-06

HSBC, 22 Market Place, N.Walsham NR28 9BH

For the credit of Hope for Latvia

# GIFT AID

**If you are a UK Tax Payer please fill in this form.** You will only need to fill in this form once.

If you are a UK Tax Payer we are able to reclaim the tax you have paid at the basic rate from your charitable contributions made in the UK. Currently this stands at 25%. All you need to do is fill in this form to declare that you are a UK Tax Payer and that you have paid an amount of Income Tax/Capital Gains Tax at least equal to the tax we reclaim on your donations in the tax year. This form ensures that we make Gift Aid claims with integrity. All details given are used for administration purposes only. **When you give using Gift Aid in the future you will just need to fill in your "Gift Aid ID" in the six boxes provided.** You can create this number yourself using the instructions.

## YOUR DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth:

I want Hope For Latvia to treat all donations I make from the date of this declaration, and donations made for the six years prior to this year, as Gift Aid Donations until I notify you otherwise. I have paid an amount of Income Tax /Capital Gains Tax at least equal to the tax the charity reclaims on my donations in the appropriate tax year.

Signature: \_\_\_\_\_

Today's Date:

## GIFT AID ID

This is made up of your initials and birthday, example John Mark Smith born on 4th August is JMS 04 08.

My Gift Aid ID is: