

**FOOTSTEPS
FOUNDATION****SETTING UP A
STANDING ORDER**

Please return this completed form to
Footsteps Foundation, 7a The Green South, Warborough, Oxon OX10 7DR

To: The Manager [of the donor's bank]: _____

Please pay: Footsteps Foundation, HSBC, 203-204 Sloane Street, London SW1X 9RG
Sortcode: 40-04-10

For the credit of: Account number 11592017

The sum of £ _____ (figures) _____ (words).
(Insert the amount of each monthly payment in both figures and words)

Commencing on _____ and continuing (monthly) until further notice.

Bank name: _____

Bank address: _____

Bank postcode: _____

Name of account to be debited: _____

Account number: _____

Sort code: _____

House number/ name (essential for claiming gift aid): _____

Full address: _____

Postcode (essential for claiming gift aid): _____

Gift Aid Declaration

I want Footsteps Foundation to treat all donations that I make from the date of this declaration as Gift Aid donations **including** all donations I have made for this year and the six tax years prior to the year of this declaration, and all donations I make from the date of this declaration until I notify you otherwise.

You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year - currently 28p for each £1 you give

Your signature(s): _____ **Date:** ____/____/____

Thank you for your support

NOTES

1. You can cancel this Declaration at any time by notifying **Footsteps Foundation**
2. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that **Footsteps Foundation** reclaims, you can cancel your declaration.
3. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return. Ask **Footsteps Foundation** for more information.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, ask **Footsteps Foundation** or refer to "donations by individuals" on the HMRC website, www.hmrc.gov.uk.
5. Please notify **Footsteps Foundation** if you change your name or address.

01865 858 382

info@footstepsfoundation.com

www.footstepsfoundation.com

Charity Number – 1123440

Registered address: c/o BP Collins & Co, Collins House, 32–38 Station Road, Gerrards Cross, Buckinghamshire SL9 8EL

