

Donation form

1) Yes, I would like to give a gift to the University of Kent. Please direct my gift towards:

Kent Opportunity Fund I don't mind, please use my gift where it is most needed

Other (please specify): _____

Name _____

Telephone _____

Address _____

Email _____

Post code _____

Alumni Reference (if applicable) _____

2) My Gift

Regular gift – Direct Debit

I wish to make a regular gift to the University of Kent.

Please debit my account:

£100 £50 £25 £15 other £

The first payment is to start on the 1st / 15th / 25th (delete as applicable)

of (month) (year) and is to

continue monthly / quarterly / annually thereafter (delete as appropriate).

Please complete the Direct Debit Instruction below

Instruction to your Bank or Building Society to pay by Direct Debit



Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Name and full postal address of your Bank or Building Society

To: The Manager of _____ Bank/Building Society

Address: _____

Name(s) of Account Holder(s): _____

Bank/Building Society account number

Branch Sort Code

Originator's Identification Number

Reference

Instruction to your Bank or Building Society

Please pay the University of Kent Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the University of Kent and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s): _____ Date: _____

Single Gift

I wish to donate £50 or my preferred amount of £ _____ to the University of Kent.

I enclose my cheque / postal order payable to **The University of Kent**.
OR please debit my Mastercard / Visa / Maestro / Visa Debit

Card Number

Start date / Expiry date /

Security Number Issue number

3) *giftaid it*

By ticking the box I confirm that I am a UK tax payer and would like all my donations from the past 4 years and any future donations I make to the University of Kent be treated as Gift Aid donations. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

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 HMRC. Revenue and Customs to adjust your tax code.

Signature: _____

Date: _____

4) Acknowledgement

In any public acknowledgements, please list me/us in the following way _____ (if different to above)

I/we wish to be an anonymous donor

5) Leaving a Legacy

Leaving a Legacy to the University could change lives and is a tax efficient way of giving.

Please send me further information about remembering the University in my will

I have left the University a Legacy. Please get in touch with me to discuss my wishes

Please return to:

The Development Office,
The Registry, University of Kent,
Canterbury, Kent, CT2 7NZ

F 15/16 WB 01



This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the University of Kent will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the University of Kent to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by the University of Kent or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when the University of Kent asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.