



# New Standing Order Instruction

Please complete  
in **BLOCK CAPITALS** and in black ink

To: ..... Bank / Building Society

Please set up the following Standing Order and debit my/our account accordingly

### 1. Account details

Account name ..... Account number

Account holding branch ..... Sort Code

2. Payee details Name of person or organisation you are paying

Payment reference – please enter donor’s name  
this will appear on the bank statement of the FISH Volunteer Centre

Sort Code - the bank code of the person or organisation you are paying

Account number - the account of the person or the organisation you wish to pay

### 3. About the payment

How often are the payments to be made (please tick one box)      Weekly       Two weekly       Four weekly       Monthly   
Quarterly       Half yearly       Yearly

Amount details  
Date and amount of first payment (please allow 3 working days for receipt)            £

Date and amount of ongoing payments (if different from the first payment)            £

#### Choose one of the following two options

1. Date and amount of final payment            £

2. Until further notice (please tick)  (payments will be made until you cancel this instruction)

### 4. Confirmation

Customer signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

### Charity Gift Aid Declaration – multiple donation



**Boost your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK tax payer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £ \_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to:

Name of Charity: **FISH VOLUNTEER CENTRE – Charity Number 11893251**

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.

#### My Details

Title: \_\_\_\_\_ First name or initial(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Full Home Address: \_\_\_\_\_

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

#### Please notify the FISH Volunteer Centre 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
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**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 HM Revenue and Customs to adjust your tax code.**