

I would like to make a gift of £ ..... each month/quarter/year, starting on the 15th of .....(month)

Please direct my gift to the following fund:

- ☐ DMU Student Support Fund  
☐ Square Mile India  
☐ Vice-Chancellor's Fund  
☐ Other (please specify).....

Please complete the Direct Debit Instruction below:

De Montfort University The Gateway Leicester LE1 9BH
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Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

## Instruction to your bank or building society to pay by Direct Debit

Service user number

7	6	4	3	7	9
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Reference

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**Instruction to your bank or building society**

Please pay De Montfort University 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 De Montfort University and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI2

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 De Montfort University will notify you five working days in advance of your account being debited or as otherwise agreed. If you request De Montfort University 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 De Montfort University 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 De Montfort University 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.

**Making Your Gift Go Further**

Using Gift Aid means that for every pound you give, De Montfort University receives an extra 25pence from HM Revenue & Customs, enabling your generous donation to go further. This means that a £1000 donation can be turned into £1,250.

To qualify for Gift Aid you must pay an amount of income tax and/or capital gains tax which is at least equal to the tax we will claim from HM Revenue & Customs on your Gift Aid donation in a particular tax year.

If you would like your donation to go further please complete and return the following Gift Aid Declaration.

*giftaid it*

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**I wish DMU to treat this donation, all donations I have made in the last 4 years and all donations I may make from the date of this declaration until I notify you otherwise, as Gift Aid Donations.**

**Please notify De Montfort University 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

**Tax claimed by De Montfort University**

- De Montfort University will reclaim 25p of tax on every £1 you give

**Higher Rate Tax Payers**

- If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.