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## Making a financial contribution

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### Use our standing order form

Our preferred option is for you to set up a regular monthly standing order payment by completing the attached form and returning it to the school Finance Office.

This will enable us to record and set up all donations, and to reclaim Gift Aid on your donation (see below).

Thank you for your support

Queen Elizabeth High School



By choosing to Gift Aid your donation, you can increase the value of your gift to us by 25p for every £1 you donate, at no additional cost to you.

The standing order form includes a declaration section, which must be ticked in order for us to be able to reclaim Gift Aid.

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### Other ways to donate

#### Make a payment directly with your bank (either online, by phone, or in person)

Should you choose this option, for either a regular standing order or a single gift, please make your donation payable to: Hadrian Learning Trust Fundraising, Sort code 30-94-19, Account number 32029968.

Please use QE and your initial and surname as the reference number (e.g. *QEJSmith*) if you would like to match your payment to a Gift Aid declaration.

#### Make a one-off or periodic payment using School Gateway

We have set up a donations payment category in School Gateway so that you can donate any amount at any time using either the website or the app.

See <http://www.qebs.net/index.php/parents/schoolcomms> for more details about accessing your School Gateway account.

#### Donations by cash/cheque

We are also happy to receive cheque or cash donations – please send these in a sealed envelope clearly marked ‘donations’ to the Finance Office. Cheques should be made payable to Queen Elizabeth High School.

If you choose to donate by one of these other methods, it would be helpful if you could send a completed Gift Aid form to us, either in paper format to the school address, or by email to [donations@qebs.net](mailto:donations@qebs.net). A copy of the Gift Aid form is attached, and may also be downloaded from our website: <http://www.qebs.net/index.php/publications/useful-forms>



Queen Elizabeth High School  
 Whetstone Bridge Road  
 Hexham  
 NE46 3JB  
 Tel. 01434 610300

**STANDING ORDER FORM**

**DO NOT SEND THIS FORM TO YOUR BANK**

**Please complete this form and return to the school at the address above.**

**Personal details** (please state the name of only **one individual** in this section to comply with Gift Aid rules)

<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
<b>Address</b>					<b>Post code</b>
<b>Tel.</b>		<b>Email</b>			

I would like to make a regular monthly gift via Standing Order of:

£5     £10     £20     Other: £  monthly

Please debit the above amount from my account on or around the: (tick as appropriate)

1<sup>st</sup>     15<sup>th</sup>  of the month starting  /2017 (month) **or** as soon as possible (tick)

Final payment date (if applicable):  **or** until further notice (tick)

**Instruction to your bank or building society**

To: The Manager	
(Name of bank/building society)	
Branch address:	
Postcode:	
Name(s) of account holder(s):	Account No:
Branch sort code:	

Signature(s):
_____
_____
Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

and thereafter the same sum instalments to:

**Hadrian Learning Trust Fundraising, Sort code 30-94-19, Account no. 32029968**

Reference:  (Office use only)

**Gift Aid Declaration**



If you are a taxpayer you can increase the value of your donation by 25p of Gift Aid for every £1 you donate. In order to Gift Aid your donation, you must tick the box below:

*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.*

*I want Hadrian Learning Trust to treat the enclosed donation and any donations I make in the future as a Gift Aid donation.* (please tick)

Please notify us if you want to cancel this declaration, change your name or home address or 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 HM Revenue and Customs to adjust your tax code.



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**GIFT AID FORM**

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**Personal details** (please state the name of only **one individual** in this section to comply with Gift Aid rules)

<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
<b>Address</b>					<b>Post code</b>
<b>Tel.</b>		<b>Email</b>			

**Donation details** Please help us to match your Gift Aid declaration to your payment(s):

I have made a donation by:

Regular standing order  Bank transfer  School Gateway

For the sum of: £

This is a: Single donation  Monthly donation

Payment reference used at bank:  (if applicable – e.g. QEISmith)

**Gift Aid Declaration**



If you are a taxpayer, you can increase the value of your donation by 25p of Gift Aid for every £1 you donate. In order to Gift Aid your donation, you must tick the box below:

*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.*

*I want Hadrian Learning Trust to treat the enclosed donation and any donations I make in the future as a Gift Aid donation.* (please tick)

Please notify us if you want to cancel this declaration, change your name or home address or 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 HM Revenue and Customs to adjust your tax code.

Reference:  (Office use only)