Standing Order Instruction

Please fill in both boxes with CAPITAL LETTERS

Name(s)

Address

Postcode

Telephone Number

Email

Name of your bank or building society:

Address of branch:

Postcode

Account Number:

Sort Code:

Please debit my/our (account name):

Amount in £:

Amount of payment in words

Date of first payment:

and monthly thereafter until further notice

Signature:

Please pay:
Lloyds Bank plc.,
74-78 Church Road, Hove, East Sussex. BN3 2EE

Sort code: 30-98-74
For the credit of **HDSK No 1 Account**
Account number 00036069,
quoting ref
(please leave blank)

Please return this form to:

HDSK, PO Box 999, Hove, East Sussex, BN52 9BT

☐ This standing order replaces the previous one for _____ amount.

☐ This is in addition to any previous standing order to HDSK.

If you want to change the amount of an existing standing order:
Please complete a form for the total combined amount and make sure you tick the box on the form that says "this standing order mandate replaces the previous one" before sending it to HDSK.

If you have an existing standing order and also want to start a new one
Please complete a form for an extra amount and make sure you tick the box on the form that says "this is in addition to any previous standing order to HDSK" before sending it to HDSK.

If you want to change your bank account details:
You need to send HDSK a form with a note to say that this standing order replaces the old one and that the old standing order has been cancelled. Please note we cannot cancel standing orders for you - this must be done by you with your bank.

About Gift Aid

If you have already joined the scheme:
If you have already signed a Gift Aid declaration form, HDSK will automatically be able to track payments made via standing order. If, however, you have changed any of your personal details since filling in the declaration (e.g. name or address), please include your Gift Aid number with this standing order form, or your previous post code.

If you wish to join the scheme:
If you are a UK taxpayer and would like HDSK to reclaim the tax paid on your donations, you need to give us permission to do this by signing and sending in the Gift Aid Declaration below.

Further information on the scheme will automatically be sent on receipt of this form, and is also available on request from HDSK, PO Box 999, Hove, BN52 9BT.

Gift Aid Declaration HDSK Registered Charity no.1016818

(Mr Mrs Ms) First Name(s):

Last Name:

Address:

Post code:

To whom it may concern: I hereby declare that all donations I have made since 6th April 2008 and all donations I make hereafter to HDSK should be treated as Gift Aid donations and I want HDSK to reclaim tax on these donations. I confirm that I have read the notes below.

Signed:

Date:

Notes: Remember to notify us if you no longer pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax we reclaim on your donations in the tax year (25p for every £1 given). *The Government will pay HDSK an additional 3p on every £1 you give between 6 April 2008 and 5 April 2011. This transitional relief for the charity does not affect your personal tax position. 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.*
Please endeavour to inform us of any change of address or name so we can ensure that our records are accurate and complete.