



FRIENDS OF THE CITIZENS FOUNDATION LTD (FTCF)

UK Registered Charity No. 1087864, UK Company No. 4075959

Standing Order Instruction Form

Yes, I would like to make a regular gift to Friends of The Citizens Foundation.

To The Manager of: _____ Bank

Address: _____ With reference to: _____

_____ Account name: _____

_____ Account number: _____

_____ Post code _____ Sort code: _____

Please pay the sum of £ _____ .00 (_____ pounds) on the _____ day

of each month commencing _____ until further notice from the above account to:

Account name: **Friends of the Citizens Foundation Limited**

Bank: **HSBC Bank plc**

Sort code: **40-04-12**

Account number: **71415255**

Your name: _____

Address: _____

_____ Post code _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

Please complete this form and post to:

Friends of The Citizens Foundation

Suite 420, Regent House Business Centre, 24-25 Nutford Place, Marble Arch

London W1H 5YN

If you are a UK tax payer please also complete the **GIFT AID DECLARATION** form and return to FTCF.

For Bank use only:



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GIFT AID DECLARATION FORM

Details of donor:

Title Forename(s) Surname

Address.....
.....

.....Post Code

If you pay UK Income Tax or Capital Gains Tax, your donations to Friends of The Citizens Foundation can be worth at least 25% more, at no extra cost to you. With Gift Aid, for every pound you give to FTCF, we can claim an extra 25 pence from the Inland Revenue. Currently, the government adds a further 3p so FTCF will receive an additional 28p for every £1 you donate.

Sign now to make your gift tax effective. I am a UK taxpayer and would like to Gift Aid all the donations I've made to Friends of The Citizens Foundation in the last six years and all the donations I make in the future, until I notify you otherwise.

Date __/__/__ Signature _____

Notes:

1. To qualify for Gift Aid, you must pay an amount of tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations (currently 25p for each £1 you give).
2. You can cancel this declaration at any time by notifying the charity.
3. If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return.
4. Please notify the charity if you change your name or address.

Thank you.



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