

# Supporting St Andrews



University of  
St Andrews

600  
YEARS

I wish to support:  Area of greatest need  Other (please specify)

(If you do not specify the project you wish to support, your gift will be allocated to the current area of greatest need)

I would prefer my gift NOT to be publicly acknowledged  
(if not ticked, names will be listed in publications & online)

I would like a receipt for tax purposes  Please send me information about including St Andrews in my will

## YOUR INFORMATION

Full name .....

Address .....

..... Postcode .....

Telephone ..... Email .....

## GIFT AID DECLARATION (UK taxpayers only)

I am a UK taxpayer\*. Please treat as gift aid donations all qualifying gifts of money made on the date of signature below, and in the past four years and in the future from the date of signature below.

\*Please be aware that you must have paid an amount of income and/or capital gains tax at least equal to the amount of tax reclaimed by all charities and Community Amateur Sports Clubs (CASCs) on all your donations in the tax year (6th April one year to 5th April the next). We can currently receive an extra 25p for every £1 you donate. Other taxes such as Council Tax and VAT do not qualify.

Signature ..... Date .....

**Single gift** – I have enclosed a cheque payable to 'University of St Andrews' for £ .....

### Regular gift –

I would like to give £ ..... every month  year  starting on the 1<sup>st</sup>  or 15<sup>th</sup>  of ..... 20 .... until further notice  
month year

### Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:



**Development, University of St Andrews, Crawford Building, 91 North Street, St Andrews, Fife KY16 9AJ**

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society

Address .....

Service User Number 

2	5	4	5	3	6
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Reference 

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Name(s) of Account Holder(s)

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Branch Sort Code

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Bank/ Building Society account number

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### Instructions to your Bank or Building Society

Please pay the University of St Andrews Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this Instruction may remain with the University of St Andrews and, if so, details will be passed electronically to my Bank or Building Society.

Signature 

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Date 

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

PLEASE RETAIN THE GUARANTEE BELOW

### 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 the University of St Andrews will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the University of St Andrews 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 the University of St Andrews 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 the University of St Andrews 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.

