



Colehill Community Library

Supported by Dorset County Council



DONATION FORM

for One-off or Regular Donation

Dear Library Donor,

Colehill Community Library appreciates your donation, providing the library with extra funds to allow us to make continuing improvements to your local library.

Please note that as CCL is a registered charity we can claim Gift Aid, so it will be appreciated if you can complete the **GIFT AID DECLARATION** section of this form.

Thank you.

IMPORTANT: UK General Data Protection Regulation (GDPR) 2018. Under this regulation it is necessary for the library to inform Donors that their personal information will be kept on a computer database. This information will be held securely for use solely by the library, and will not be disclosed to any third party. Any Donor wishing their personal data to be amended, or removed from the library database, should communicate this in writing:

either: a) By email to: **ccl.colehill@gmail.com**
or: b) By letter to: **Colehill Community Library, Middlehill Road, Colehill, BH21 2HL**, quoting Subject: **'Data Protection Request (CCL Donor)'**

Registered Charity No. 1151552

Company Number 8124849

Colehill Community Library (July 2020)

DONATION FORM

For On-Off or Regular Donation

I wish to make a donation to Colehill Community Library

(Please print clearly)

Date:

Mr/ Mrs/ Ms/ Other: :

Name:

Address:

.....

Post Code:

Tel:

Email:

DONATION AMOUNT: £.....

PAYMENT METHOD:

☐ Cash ☐ Cheque ☐ Standing Order (NEW)

(please complete attached **STANDING ORDER FORM**)

Please send completed Donation Form and Gift Aid Declaration (below), with payment option chosen, and remittance (if appropriate), to:

**The Treasurer, Colehill Community Library Ltd,
Middlehill Road, Colehill BH21 2HL**

Cheques should be made payable to:

Colehill Community Library Ltd.

If required please enclose an SAE for a receipt.

GIFT AID DECLARATION:

Please treat as Gift Aid donations all qualifying gifts of money made:

Today ☐ In the past 4 years ☐ In the future ☐

Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Please notify the charity if you: • Want to cancel this declaration • Change your name/address • No longer pay sufficient tax on your income and/or capital gains.

STANDING ORDER FORM

(Donor: Please send completed **STANDING ORDER FORM** below to your own bank)

To: BANK:

POST CODE:

Please debit my Bank Account:

SORT CODE:

ACCOUNT NUMBER:

ACCOUNT NAME

To pay my donation to:

Colehill Community Library Ltd

Standing Order Amount: £.....

On date:

and subsequently at the following frequency:

Monthly/ Quarterly/ 6-Monthly/ Annually

until end date: **or:** With no end date

(insert start date and indicate frequency and end date by deleting non-appropriate text and/or frequency)

Pay to:

SORT CODE: **20-96-96**

ACCOUNT NUMBER: **73361624**

ACCOUNT NAME:

COLEHILL COMMUNITY LIBRARY LTD

QUOTING REFERENCE:
(Surname & 1st initial)

SIGNED

DATE: