# OXFORD C. S. LEWIS SOCIETY

UNIVERSITY OF OXFORD

## GIFT FORM FOR UK RESIDENTS

Charity name: UNIVERSITY OF OXFORD DEVELOPMENT TRUST FUND
University of Oxford Development Office, University Offices, Wellington Square, Oxford OX1 2JD
Tel: 01865 611530 • Fax: 01865 611531 • enquiries@devoff.ox.ac.uk • www.giving.ox.ac.uk

Name: _____ Email: _____

Address: _____ Telephone: _____

_____ Alumni Card number (if applicable):

_____ _____

Postcode: _____

Please write in BLOCK CAPITALS

FOR OFFICE USE ONLY:
Database:
_____
Internal Contact:
_____
Date received:
_____
Approach Code:
SA-AFFRUKOGF
Fund Code:
_____

## GIVING OPTIONS

See overleaf for Gift Aid Declaration and notes

### A. CHEQUES/CASH/POSTAL ORDERS

I enclose my donation of £ _____

Please make cheques payable to 'University of Oxford Development Trust Fund'

### B. CREDIT OR DEBIT CARD DONATIONS

Please charge my: ☐ Visa ☐ MasterCard ☐ American Express ☐ Maestro

Card Number: _____ Expiry Date: _____

Issue number (if relevant): _____ Security Number*: _____

Amount: £ _____

* This is typically a 3 digit number printed on the back of your card, separate from the 16 digit card number. If you would prefer not to include this, please give us your telephone number or email address so we can contact you on receipt of this form.

I would prefer my gift to be directed to _____
_____
_____ (leave blank if you would like to support the area of greatest need)

I would like to Gift Aid my donation (please tick): ☐
(see overleaf for Gift Aid declaration and notes)

### C. REGULAR GIFT BY DIRECT DEBIT

I would like to make a regular gift† of £ _____ ☐ Monthly ☐ Quarterly ☐ Annually

†as directed above (please complete in figures)

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

DIRECT Debit

*To: The Manager* *Bank/Building Society*

Bank/Building Society: _____

Address: _____

_____ Postcode: _____

Name of Account(s) Holder(s): _____

Branch Sort Code: ☐☐-☐☐-☐☐

Bank/Building Society account no: ☐☐☐☐☐☐☐☐

Reference number: OLG

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

Service User Number: 430475

**Instructions to your Bank or Building Society**

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

Signature(s): _____

Date: _____

## GIFT AID DECLARATION

I would like the University of Oxford Development Trust Fund to treat this donation (and any other donations I may make from the date of this declaration until I notify you otherwise*) as a Gift Aid donation.

*You may declare that all future gifts you may make will be made as Gift Aid donations. This will maximise the value of your gift. You may delete this line if you wish.

Signature: _____ Date: _____

NOTES

If you are a UK taxpayer, you can declare that all donations made on or after the date of this declaration should be treated as Gift Aid donations. Doing so maximises your gift because we can reclaim 28p† for every £1 you donate at no further cost to you. If you pay the higher rate of tax, you can reclaim further tax relief on your tax return, currently 20% of the gross donation (an additional 25p for every £1 you donate); or, if you so wish, you can allocate the higher rate tax to your gift. You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax which the Trust Fund reclaims on your donation in the tax year (currently 25p for every £1 you donate). **Please consider a Gift Aid donation wherever possible.**

† 25p from the tax reclaimed and 3p from the transitional relief provided by Government following the fall in basic tax rate from 22% to 20%.

If your declaration covers donations which you may make in the future, please notify the Development Office if you change your name or address whilst the declaration remains in force. You may cancel the declaration by notifying the Development Office. The declaration will then not apply to donations you make on or after the date of cancellation, or such later date as you may specify. If you are unsure whether your donation qualifies for Gift Aid, we will be pleased to advise you. Please contact the Development Office at the address overleaf.

☐ Please send me information about making a gift in my will

☐ My company will match my gift. The appropriate form is enclosed

☐ Please tick here if you do not wish to appear on our public honour roll

## DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, the University of Oxford Development Trust will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the University of Oxford Development Trust or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

## DATA PROTECTION

All data are securely held in the Development Office and will be treated confidentially and with sensitivity for the benefit of the University and its members. The data are available to our international offices, Colleges, faculties, academic and administrative departments, recognised alumni societies, and sports and other clubs associated with the University, and to agents contracted by the University. Data are used for a full range of alumni and development activities. These may include fundraising programmes, which may include an element of direct marketing.

Under the terms of the Data Protection Act you have the right to object to the use of your data for any or all of the above purposes. If you wish to do this or to notify us of an address change, please contact the Development Office at the address overleaf, quoting your Alumni Card Number (if you have one). An online change of details form is also available for alumni at:
http://www.alumni.ox.ac.uk/update.shtml

## CHARITABLE STATUS

The objects of the University of Oxford Development Trust Fund are to promote, assist and secure the advancement of education, learning, teaching, scholarship and research at or in connection with the University of Oxford, its Colleges and societies. The Trust Fund is administered by the University and established for a special purpose in connection with the University. It is therefore an exempt charity for the purpose of charity legislation. As such, it has full charitable status; albeit it is exempt from the requirement to register as a charity with the Charities Commission, and therefore does not have a Charity reference number. The Trust Fund's Inland Revenue reference number is XN80595.

THANK YOU