

PALACE GREEN LIBRARY ACCESS DURING CONGREGATION WEEK

Monday to Friday 10:00 to 18:00

Saturday and Sunday 12:00 to 16:45

DONATION FORM

Name of donor:

Address:

Telephone:

Email:

NAME OF INDIVIDUAL TO BE RECOGNISED ON THE WALL

Please write the name clearly in block capitals as you would like it to appear on the wall of Palace Green Library (for a donation of £100 or more).

GIFT AID DECLARATION

I wish Durham University to treat all donations I have made since April 6th 2007 and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid Donations.

Signed:

Date:

The University is able to reclaim 25 pence for every £1 you give if you pay UK income or capital gains tax and as long as you have paid in tax at least as much as we can claim. If you pay higher-rate income tax, you can claim the difference between the lower and higher rates.

THANK YOU FOR SUPPORTING DURHAM UNIVERSITY

ONLINE GIVING: Please go to: www.dunelm.org.uk/givenow

DATA PROTECTION: The information you give here will be used exclusively for advancing the interests of the University, which is registered under the Data Protection Act. We assure you that your details will never be passed to a third party.

SINGLE GIFT

I wish to make a gift of £100 ☐ £250 ☐ £500 ☐Other £ . I enclose a cheque or charity voucher made payable to 'Durham University' ☐Visa/Delta ☐ Mastercard ☐ AmEx ☐ Maestro ☐ Charity Card ☐Card No. Start Date / Expiry Date / Sec. No.

Signed

Issue No.

DIRECT DEBIT

Amount £ . Monthly / Quarterly / Annually (monthly unless selected)Start Date 15 / / for three years or years.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 to:

Development Office, Durham University, Freepost DU157, PO Box 43, Durham, DH1 3BR

Name and full postal address of your bank or building Society

Service user number **4 2 3 8 8 7**

To The Manager, Bank/ Building Society

Address:

Postcode

Name of the account holder(s)

Bank/ building society account number

Banks and building societies may not accept Direct Debit instructions for some types of accounts

Instruction to your bank or building society: Please pay Durham University 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 Durham University and, if so, details will be passed electronically to my bank/ building society.

Signature(s)

Date

Branch Sort Code

THE DIRECT DEBIT GUARANTEE



THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER



- 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, Durham University will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Durham University 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 Durham University or by 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 return it upon request from Durham University.
- You may cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.