

Name: _____

Address: _____

Postcode: _____

Email: _____

Telephone: _____

Mobile: _____

I would like my gift to support the following:
(please tick one or more boxes)

- ☐ My college's annual appeal
- ☐ The Chancellor's annual appeal
- ☐ My department's annual appeal
- ☐ University sport, music or drama (please specify): _____

☐ I would like to direct my gift elsewhere
(please specify): _____

- ☐ I would like to make this gift anonymous
- ☐ I would like this gift to be credited to me
and my partner
- ☐ Please send me information about leaving a legacy

Regular gift (please fill in the form below; if you wish to give a single gift, please turn over)

I would like to make a regular gift of £ _____ or ☐ £10 ☐ £50 ☐ £100
monthly/quarterly/annually (monthly unless stated otherwise)

Start Date: 15 / ☐ / ☐ for five years or ☐ years

(If you have split your gift between different parts of the University, please tell us the proportions here
e.g. 50% to my college, 50% to the Chancellor's annual appeal.)

Instruction to your bank or building society to pay by Direct Debit

Please fill in this form and send to:

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

Name and full address of your bank/building society:

.....
.....

Postcode:

Name of the account holder(s):

.....

Account number:



Service user number: 423887

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:

Date:

Branch Sort Code:

The Direct Debit Guarantee

Banks and building societies may not accept Direct Debit Instructions for some types of account. This guarantee should be detached and retained by the Payer. 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, Durham University will notify you seven working days in advance of your account being debited or as otherwise agreed. If an error is made by Durham University 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.

Single gift *(please fill in the form below)*

I would like to make single gift of £ or ☐ £10 ☐ £50 ☐ £100

☐ I enclose a cheque made payable to Durham University

☐ I enclose a Charities Aid Foundation Voucher

☐ Please charge my: Visa/Mastercard/Switch/Delta Card/Maestro *(please delete)*

Number: ///

Expiry date: /

Issue Number:
(Switch only)

Signature:

Date:

For secure, single-gift credit card donations, please ring 0191 334 6297 between 9-5 on a weekday, or email annual.giving@durham.ac.uk to arrange a phone call from one of our student callers.

Gift Aid declaration

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If you are a UK taxpayer and meet the requirements set out below, Durham University will be able to reclaim the basic rate of tax paid on your gift, increasing its value by a quarter at no extra cost to you.

If you wish to make your gift tax-effective in this way, please check one of the boxes and sign the declaration below.

I confirm I have paid or will pay an amount of income tax and/or capital gains tax for each year (6 April - 5 April) that is at least equal to the amount of tax that all charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand Durham University will claim 28p of tax on every £1 that I gave up to 5 April 2011 and will reclaim 25p of tax on every £1 on or after 6 April 2011.

Please treat as Gift Aid donations all qualifying gifts of money made *(please tick all boxes you wish to apply)*

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

Signature:

Date:

Please notify Durham University or CASC if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Thank you for your gift

Data Protection

Durham University is registered under the Data Protection Act and is committed to protecting your personal information. For the full data protection statement and policy, please visit www.dunelm.org.uk/dataprotection. We will use some of your information for alumni relations and fundraising purposes, which include sending you publications such as Durham First, conducting alumni surveys and appeals, and telling you about reunions and other events. We currently only disclose your information to two third-parties and have robust protections such as encryption in place. We are required to give information about recent graduates to the Higher Education Statistics Agency and we share your information with a fulfilment house to facilitate the distribution of our alumni publications. If you would like to contact the University regarding information that is held about you or you have preferences about the way we contact you, please do not hesitate to contact us by email at: alumni.office@durham.ac.uk or at the following address: Development and Alumni Relations Office, Durham University, The Palatine Centre, Stockton Road, Durham DH13LE.