



## Your instruction to set up a new **STANDING ORDER** to **CCSWT**

Please use **BLOCK CAPITALS**

Your Full Name \_\_\_\_\_

Your Contact Telephone Number \_\_\_\_\_

Your Bank Name \_\_\_\_\_

Your Sort Code \_\_\_\_\_

Your Account Number \_\_\_\_\_

Your Account Name \_\_\_\_\_

**How often do you want the payment to be made?**

Monthly       Weekly       Other (please state) \_\_\_\_\_

Recipients name: **Canterbury Christian Schools' Work Trust**

Bank Name: **CAF Bank**

Sort Code: **40-52-40**

Account Number: **00024528**

Usual payment amount £ \_\_\_\_\_

Usual payment amount (in words) \_\_\_\_\_

First payment amount (if different to usual payment amount) £ \_\_\_\_\_

First payment date \_\_\_\_\_

Final payment date (if applicable) \_\_\_\_\_ or until further notice

**I authorise you to debit my/our account in accordance with the details above.**

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Special instructions:

\_\_\_\_\_  
\_\_\_\_\_



## Gift Aid Declaration

- for past, present & future donations

# CANTERBURY CHRISTIAN SCHOOLS' WORK TRUST

(registered Charity Number 1020166)

### Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick one of the boxes below:

- I want to Gift Aid my single donation of £\_\_\_\_\_ (one off donations) to:
- I want to Gift Aid my donation of £\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to:

### CANTERBURY CHRISTIAN SCHOOLS WORK TRUST

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

#### MY DETAILS

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full Home address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Date \_\_\_\_\_

#### Please notify the charity 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 Income 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.*



# CANTERBURY CHRISTIAN SCHOOLS' WORK TRUST (CCSWT)

## PRIVACY POLICY

This covers personal data we have previously collected and stored and anything we collect and store in the future.

### Our Privacy Principles

We will look after any personal information that you share with us and this is core to our values as a Trust regarding respect and safety. We want you to feel confident about how any personal information you share will be looked after and used.

#### You can be confident that:

- We only use personal information in ways we need to and that is expected of us and only if you have previously given us permission.
- We will be especially careful and sensitive when engaging with vulnerable people or those we have reason to believe might be vulnerable.
- We take all reasonable care to safeguard your personal information through privacy policies and processes.
- We will store your personal information securely in our databases and office.
- We will never release your information to other individuals or organisations.
- We are happy to answer any queries you at any time.

Personal details can be removed or updated by request to [john@ccswt.org.uk](mailto:john@ccswt.org.uk), or John Way, 26 Plantation Road, Whitstable, CT5 3LG.

Canterbury Christian



**Schools Work Trust**

Please take Standing Order to your bank

Please return Gift Aid Form to:

**Derek Bingham**  
**CCSWT TREASURER**  
**11 Gilchrist Avenue**  
**Greenhill**  
**Herne Bay**  
**Kent**  
**CT6 7SG**

Thank you for your generosity.