## Donation Form



To support the Bursary Fund, or receive information about other ways to donate (as requested overleaf), please complete and return this form. Please also complete the Gift Aid declaration overleaf if eligible.

Your Details	
Title: Name:	
Home Address:	
	Postcode:
Single Donation	
£250 £500 £1,000	£2,500
Cheque enclosed, made payable to Kingst	ton Grammar School
Transfer to Acct Name: KGS Appeal Fund,	Acct No: 00970131, Sort Code: 20-47-23, Ref: Bursary Fund
Debit/Credit Card No:	Expiry: M M Y Y
Signature:	Date:
Regular Donation	
A regular donation of £ commen	ncing on the 1st 15th day of: M M M
Continuing monthly quarterly	annually until further notice
Instruction to your bank or building society to pay by direct of	debit
Name(s) of account holder(s):	Service user no:
	4 3 2 2 4 2 <b>Debit</b>
Name and postal address of your bank or building society:	Instruction to your bank or building society
To the Manager of:	Please pay Kingston Grammar School direct debits from the account detailed in this instruction, subject to the safeguards assured by the
Address:	Direct Debit Guarantee. I understand that this instruction may remain with Kingston Grammar School and, if so, details will be passed electronically to my bank or building society.
	Banks and building societies may not accept direct debits for some types of accounts.
	Signature(s):
Account No: Sort Code:	
	Date:

## The Direct Debit Guarantee (detach and retain)

- 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, kingston Grammar School will notify you 10 working days in advance of your account being debited, or as otherwise agreed. If you request kingston Grammar School 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 Kingston Grammar School or your bank/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 pay it back when asked to.
  You can cancel a direct debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Gift Aid Declaration



The Gift Aid scheme enables charities to reclaim the basic rate of income tax paid on donations. If you are a UK taxpayer making a personal donation, you can increase the value of your donation by 25% at no extra cost to you. If eligible, please tick the box below and we will reclaim 25p on every £1 donated.
Please Gift Aid my donation, and any donations I make in the future or have made in the past four years, to Kingston Grammar School
In selecting Gift Aid, you are confirming that you are a UK taxpayer and you understand that, if you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in that tax year, it is your responsibility to pay any difference. Please notify us if you want to cancel this declaration, change your name or home address, or no longer pay sufficientax on your income and/or capital gains.
If you pay higher rate tax, you can reclaim the difference between the basic and higher rates by including all your Gift Aid donations on your Self Assessment tax return, or by asking HMRC to adjust your tax code
Recognising Your Support
We welcome the opportunity to acknowledge the support of our donors and tell others about how the KGS community is helping our school and students to thrive. If you would prefer your support to be anonymous, please tick here.
Other Ways to Donate
Online Giving  If you prefer to make a donation online, please visit our fundraising page at www.justgiving.com/kgs  Here you can give a single donation or set up a regular monthly gift.
Legacy Giving
Throughout the rich history of our school, legacy giving has played a vital part in supporting our work. Leaving a gift in your will is a wonderful opportunity to enable future generations of talented students to realise their full potential with us.
I am interested in leaving a gift in my will - please send me further information.
Share Giving
Gifts of shares by UK taxpayers attract full relief from Capital Gains Tax and allow the donor to claim Income Tax relief on the full value of the gift at the time the shares or securities are transferred to us.
I am interested in donating shares - please send me further information.
Endowment Funds
Donations of £750,000 or more (including any tax relief) can support a bursary in perpetuity through the creation of a named endowment fund that is invested to generate ongoing income to finance a student throughout their entire KGS education.
I am interested in creating a named endowment fund - please send me further information.