YOUR GIFT

A regular gift by Direct Debit
- I would like to make a regular gift and have completed the Direct Debit Instruction overleaf.

A single gift
- I have enclosed a cheque in the amount of £ [REPLACE WITH ACTUAL AMOUNT], made payable to ‘Somerville College.’

Should you wish to make a Single Gift by credit/debit card, you can do so online at www.some.ox.ac.uk/donate.
Alternatively, you may make a single direct debit payment overleaf or contact the Development Office on 01865 280626 to make a gift over the phone.

GIFT AID

Boost your donation by 25p of Gift Aid for every £1 you donate
Gift Aid is reclaimed by Somerville (a registered charity: its number is 1139440) from the tax you pay for the current tax year. Your address is needed to identify you as a UK taxpayer. (Higher rate taxpayers can claim further tax relief in their annual tax claims).

- I want Somerville College to Gift Aid my donation and any donations I make in the future or have made in the past four years (unless I notify you otherwise).

Signature and date
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.

GIFT OPTIONS
- I would like my gift to remain anonymous.
- I would like to learn more about making a gift to Somerville in my will.
- My company will match my gift – the appropriate form is enclosed.
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 it to:

Development Office
SOMERVILLE COLLEGE
Woodstock Road
Oxford
OX2 6HD
UK

Name(s) of Account Holder(s)

Branch sort code

Account number

Name and full postal address of your Bank / Building Society

To: The Manager
Bank / Building Society

Address

Postcode

Reference

Service user number

Payment details
Please pay Somerville College from my account (please tick):

- monthly or
- quarterly or

annual sum of:

£

Amount of each instalment in figures

Amount of each instalment in words

for 4 years or until further notice

starting from the

1st or 15th day of (please tick)

Month
Year

(please allow at least one month between the starting date for payments and the date when you sign the Direct Debit form)

Instructions to your Bank / Building Society:
Please pay Somerville College 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 Somerville College, and, if so, details will be passed electronically to my Bank/ Building Society.

Signature(s)

Date

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

THE DIRECT DEBIT GUARANTEE

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, Somerville College will notify you within 10 working days, in advance of your account being debited or as otherwise agreed.
If you request Somerville College 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 Somerville College or 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 pay it back when Somerville College asks you 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.

This guarantee should be detached and retained by the Payer.