

## DONATION FORM

Please return this form to: FREEPOST EXTERNAL RELATIONS OXFORD BROOKES  
(no stamp or other address details are required for your envelope).

Telephone: +44 (0) 1865 484606. Email: support-us@brookes.ac.uk **Thank you**

### YOUR INFORMATION

Given name \_\_\_\_\_ Surname \_\_\_\_\_  
 Address 1 \_\_\_\_\_  
 Address 2 \_\_\_\_\_  
 Address 3 \_\_\_\_\_  
 City/Town \_\_\_\_\_ County/State/Province \_\_\_\_\_  
 Country \_\_\_\_\_ Postcode \_\_\_\_\_  
 Email \_\_\_\_\_  
 Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

### REGULAR GIFT

I wish to make a regular gift of £\_\_\_\_\_ per month / quarter / year (*delete as appropriate*)

via Direct Debit starting on \_\_\_\_ / \_\_\_\_ until further notice or for \_\_\_\_ year(s).



**The start date should be at least one month from the date this form is posted to us.**

**Please complete the Direct Debit form overleaf.**

### SINGLE GIFT

Single gifts can be made securely online using a credit or debit card. Please go to: **www.brookes.ac.uk/support-us**

I wish to make a gift of £\_\_\_\_\_.

I enclose a cheque payable to 'Oxford Brookes University'

### I WOULD LIKE TO SUPPORT

Where the need is greatest

A specific area within Brookes – *please state project:*

\_\_\_\_\_

### GIFT AID DECLARATION

Please increase my donation by 25% at no extra cost to me via Gift Aid.

Please treat all gifts of money that I have made in the past 4 years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I would prefer **not** to have my gift publicly acknowledged.

*giftaid it*

### Data Protection

Your data is securely held in the University's department of External Relations and will be treated confidentially and with sensitivity for the benefit of the University and its members in accordance with the terms of the Data Protection Act 1998. Your information may be used by the University for a full range of alumni and supporter activity including the sending of University publications and the notification of events, fundraising programmes and for the promotion of alumni benefits and services. For more information please see our Privacy Policy: <https://www.brookesalumni.co.uk/contact-us/privacy-policy>.

**A LEGACY TO OXFORD BROOKES**

- Please send me information about making a gift in my Will  I have already included a gift to the University in my Will

**Thank you for your support**



**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT**



Please fill in the form and send it to:  
 FREEPOST EXTERNAL RELATIONS OXFORD BROOKES  
 (no stamp or other address details are required for your envelope).

SERVICE USER NUMBER

6	9	1	2	1	3
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**Name and full postal address of your a Bank/Building Society**

CAF, Kings Hill, West Malling, Kent, ME19 4TA

To the Manager,	Bank/Building Society
Address	
Postcode	

**Instruction to your Bank or Building Society**

Please pay Charities Aid Foundation 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 CAF and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of account holder(s)


Bank/Building Society account number

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Branch Sort Code

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Signature(s)

Date

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**This guarantee should be detached and retained by the Payer.**

**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, Charities Aid Foundation will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Charities Aid Foundation 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 Charities Aid Foundation 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 Charities Aid Foundation asks you to
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also send a copy of your letter to us.

