



### 1. Your gift

Yes, I would like to make a regular donation of: £

Monthly / quarterly / annually\* (\*delete as appropriate)

I would like my donation to be made on:  1<sup>st</sup>  15<sup>th</sup> of the month (please tick as appropriate)

Starting on \_\_\_ / \_\_\_ / \_\_\_ (please allow at least one month from today)

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

### 2. Gift Aid declaration\*

I want St Luke's Hospice to treat all donations I have made for the past four years and all donations I make from the date of this declaration as Gift Aid donations, until I notify you otherwise.

Please tick box  Date \_\_\_\_\_

*\*To qualify for Gift Aid, you must pay an amount of UK Income Tax and/or Capital Gains Tax at least equal to the tax that we will reclaim on your donations in that year, currently 25p per £1. Council tax, VAT and other taxes do not qualify.*

OR I am not eligible to Gift Aid donations.

### 3. Your details

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_


**St Luke's**  
 The Sheffield Hospice

#### 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 to:  
 St Luke's Hospice, Little Common Lane, Sheffield, S11 9NE

#### Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

#### Name(s) of account holder(s)

#### Bank/building society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Branch sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Service user number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Reference

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#### Instruction to your bank or building society

Please pay St Luke's Hospice 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 St Luke's Hospice and, if so, details will be passed electronically to my bank/building society.

#### Signature(s)

Date

Please complete and return this form to: **St Luke's Hospice, Little Common Lane, Sheffield S11 9NE**  
 Registered Charity No. 254402

#### 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 St Luke's Hospice will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St Luke's Hospice 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 St Luke's Hospice 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 St Luke's Hospice 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.

