



## Standing Order Mandate

To: The manager of:.....Bank PLC  
I wish to set up a standing order to Collis School Association for the sum of £.....per month  
To be deducted on the .....day of each month with immediate effect until further notice.

### My Account Details:

Sort Code:.....Account Number.....  
Account Name.....

### Beneficiary Details

Bank: Barclays Bank PLC                      Branch The Causeway, Teddington.  
Sort code 20-46-73                              Acct No: 80246832  
Account Name: Collis School Association Business Reserve Account  
SIGNATURE(S):.....Date:.....  
.....Date:.....  
Contact Phone number:.....

**Thank you for taking the time to complete this declaration.  
Please return to the CSA via the School Office.**



## Gift Aid Declaration

### Details of donor:

Title.....Forename(s).....Surname.....  
Address.....  
.....  
.....Post Code.....

Please treat all donations I make from the date of this declaration as Gift Aid donations to support the work of the Collis School Association.

**You must pay an amount of Income Tax and/ or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year (currently 28p for each £1 you give).**

Signature.....Date.....  
Name of Child/ren.....Class/es.....

### Notes:

- You can cancel this declaration at any time by notifying the CSA
- If your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration.
- If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
- Please notify the CSA if you change your name or address.

**Thank you for taking the time to complete this declaration.  
please return to the CSA via the school office**