

New Standing Order Instruction to Your Bank

You may set up a Standing Order through Online or Telephone Banking using the bank account details shown below. This is the preferred method.
Alternatively, please complete this form in BLOCK CAPITALS and black ink and send it to your bank for processing. Please mark option boxes with an 'x'.

Please set up the following Standing Order and debit my/our account accordingly.

Account details

Account name	<input type="text"/>	Account Number	<input type="text"/>
Account holding branch	<input type="text"/>	Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Payee details

Name of organisation you are paying	Westcliff High School for Boys Ltd	Account Number	3 4 4 8 0 3 6 0
Payment reference	WHSB Pupil Fund	Sort Code	3 0 9 7 8 4

About the payment

Please enter details of your **monthly** payment below.

Date/amount of first payment (allow 3 working days for receipt)	(DD/MM/YY)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Amount (£)	<input type="text"/>
Date/amount of ongoing payments (if different from first payment)	(DD/MM/YY)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Amount (£)	<input type="text"/>

Choose one of the following two options:

- Date and amount of final payment (DD/MM/YY) / / Amount (£)
- Until further notice (payments will be made until you cancel this instruction)

Confirmation

Customer signature(s)	<input type="text"/>	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	

Please send this form to your bank.

Please complete the Gift Aid Declaration overleaf if you are able (and return to the School Finance Office).

Gift Aid Declaration for Pupil Fund Donations

Please return this form to the School's Finance Office to enable us to claim Gift Aid on your donations.

Details of Donor

Title

Forename

Surname

Home address

Postcode

Please select the relevant option:

<input type="checkbox"/>	I wish Westcliff High School for Boys to treat the donations that I make from the date of this declaration until I notify Westcliff High School for Boys otherwise as Gift Aid donations.
<input type="checkbox"/>	I wish Westcliff High School for Boys to treat the enclosed donation of £..... as a Gift Aid donation.

Note: You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax the charity reclaims on your donations in the appropriate tax year (currently 25p for each £1 you give)

Signature

Date

Pupil's Name

Form

Notes

- You can cancel this declaration at any time by notifying Westcliff High School for Boys.
- If your circumstances change in the future 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.
- If you are unsure whether your donations qualify for Gift Aid tax relief, contact the School Bursar.
- Please notify the School if you change your name or address.

Please return this form to the School Bursar, Mrs N Darby, via the School Reception desk