

Donation Form

Yes, I want to help bring business to life

Personal details (please complete)

Your name and address

Email

Telephone

I wish my gift to remain anonymous

I would like information about making a bequest to Henley Business School

I would like my gift to be directed towards...

Where the need is greatest Innovative teaching and learning

Research Student support

Other (please specify) _____

Gift Aid Declaration

Boost your donation by 25p for every £1 you donate – just tick the box below.

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I want to Gift Aid this donation and any donations I make in the future or have made in the past 4 years to University of Reading. 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.

Please notify us if you: Wish to cancel this declaration/Change your name or home address/No longer pay sufficient tax on your income and /or capital gains.

Single gift

I would like to make a single gift to the Henley Business School of:

£100 £250 £500 £1,000 other

I would like to pay by Cheque

Please make cheques payable to: **University of Reading**

If you would like to make your donation by debit or credit card you can do this online at www.henley.ac.uk/alumni/how-to-make-a-gift

Regular gift by Direct Debit

I would like to make a donation by Direct Debit of:

£5 £10 £15 £25 £50 £67 £83

other

per _____ month/quarter/half yearly/year (please specify)

Starting on (date) - -

or - -

Please choose either the 1st or 15th of the month and allow at least 21 days to give time for your gift to be processed

Instruction to your Bank or Building Society to pay by Direct Debit



Service User Number –

Account holder name:

Bank/Building Society account number:

Branch Sort Code - -

Name and address of your Bank/Building Society:

To: The Manager
Address

Postcode

Instruction to your Bank or Building Society

Please pay **University of Reading** 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 within **University of Reading** and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept direct debits for some types of accounts. Payment will appear on your statement as University of Reading.

Returning the form

Please return completed form to:

**Alumni Relations & Development Office,
Henley Business School Whiteknights, University of Reading,
Reading, RG6 6UD, United Kingdom**

For a full version of our privacy policy, please visit alumni.henley.ac.uk/privacy-policy. Your personal information will be held securely and will only be used for related academic, education, development and fundraising purposes by the University and, with its specific consent, by its Alumni Relations & Development Office contractors.

Thank you – your support is much appreciated

If you do not wish to be contacted by the University for these purposes, please tick this box

For more information please contact the Development Team:

development@henley.ac.uk

t: 0118 378 4195

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 University of Reading will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request University of Reading 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 University of Reading 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 University of Reading 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.

