



Standing Order Form

Regular donations are vital for us to be able to continue supporting homeless and vulnerable people in Colchester. Please complete the following form if you wish to set up a regular payment to Open Door. Please use BLOCK CAPITALS.

Please enter the details of your Bank or Building Society:

To the Manager: _____ Bank/Building Society

Address: _____

_____ Post Code: _____

Your Account No: _____ Sort Code: ____ - ____ - ____

Please pay from the account above to Open Door – Colchester 01101675 at CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ [Sort Code 40-52-40, Account Number 00012453] the sum of:

£5 a month

£____ a month/year

starting on (day) ____ (month) ____ (year) ____ and continuing until further notice. This order is new/replaces an existing order (*delete as necessary*).

Please enter your own details:

Name: _____

Address: _____

_____ Post Code: _____

Email address: _____

As a valued supporter I would like to receive regular updates about the work of Open Door. I consent to Open Door storing my details securely according to its data protection policy and acknowledge that they will not pass on my details to anyone else.

Signature: _____ Date: _____

If you have internet banking, then you can set up this standing order online. Please use your name as the reference. Please also fill in the Gift Aid Declaration below if you are able to.

Please return this completed form to Ted Drake (Open Door Treasurer) at Colchester Baptist Church, Eld Lane, Colchester, Essex, CO1 1LS. Please do *not* send it to your Bank Manager.



Gift Aid Declaration

Gift Aid allows Open Door to receive £1.25 for every £1 donated. I would like all qualifying gifts of money made to Open Door-Colchester to be treated as Gift Aid donations (Please tick all boxes you wish to apply):

Today In the past 4 years In the future

I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year that is at least equal to the amount of tax that all the charities that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand Open Door will reclaim 25p of tax on every £1 that I give.

Please enter your details:

Title: _____

Full Name: _____

Address: _____

_____ Post Code: _____

Signature: _____ Date: _____

Please notify Open Door 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

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

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