

Standing Order Mandate

Please complete this form if you would like to set up a regular donation to Musical Keys.



To the Manager of my bank

Bank name	
Bank address	

Please pay by bankers' standing order, cancelling any previous instructions regarding this payee:

Account name: Musical Keys Account number: 65782499
Sort code: 08-92-99 (The Co-Operative Bank)

Amount (numeric)	£	Amount (in words)	£
Date of first payment (DD/WW/YY)	/ /		
Then every (please circle)	Week	Month	Year
Until further notice (please circle)	Or until (DD/MM/YY)	/ /	

Please debit my account accordingly

My bank account name	
My bank account number	
My bank sort code	

I hereby authorise you to set-up this standing order payment on my account

Signed		Date	
Name			
Address			
Telephone			

Please return this form to:

Musical Keys, Martineau Memorial Hall, 21 Colegate, Norwich NR3 1BN
or by email to hannah@musicalkeys.co.uk

I would like to be added to the Musical Keys mailing list to be kept informed about Musical Keys news and activities (you can unsubscribe at any time)

Musical Keys will use the information on this form to process your standing order.

Find out more about how we use and store information at www.musicalkeys.co.uk/privacy.

Gift Aid Declaration

Please complete this form if you are a UK taxpayer and would like us to claim the tax on your donation back from the government. This will boost your donation by 25p for every £1, at no extra cost to you.



1. My declaration

Yes, I am a UK taxpayer. Please treat all donations I make or have made to *Musical Keys* in the last 4 years as Gift Aid donations, until further notice (please tick)

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 to charities and Community amateur sports clubs (CASCs) in that tax year, it is my responsibility to pay any difference. *Musical Keys* will claim 25p on every £1 donated. Please let us know if you want to cancel the declaration, change your name and/or address or no longer pay sufficient tax on your income and/or capital gains.

Date of declaration	
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2. My details

Full name	
Address	
Postcode	
Telephone (optional)	
Email (optional)	

3. Communication and privacy

Musical Keys will use the information on this form for the purpose of claiming Gift Aid on your donation(s). Find out more about how we use and store information at our website:

www.musicalkeys.co.uk/privacy.

More information about Gift Aid

Gift Aid is an income tax relief scheme which benefits charities by enabling them to reclaim tax on donations made by UK taxpayers.

If you Gift Aid your donations, Musical Keys can claim back from the government 25p for every £1 you donate. This means that your donations will be worth 25% more to us, at no extra cost to you.

Once you have given your permission for us to do this on your behalf (by filling in this Gift Aid form), there is no need for you to do anything else. This additional income really does make a big difference, so please don't forget to Gift Aid donations if you are a UK tax payer.

For us to claim Gift Aid on your donation, you must have paid UK Income or Capital Gains Tax that financial year. The tax you pay must be equivalent to the amount of Gift Aid Musical Keys and other charities and CASCs will claim on your donations in the tax year (6 April one year to 5 April the next). This is currently 25p for every £1 you give.

If you're a higher rate taxpayer you can claim additional benefits for the donations you make to charity. Simply indicate how much you've donated when you complete your self-assessment form.

If your tax situation changes and your gifts will no longer be eligible for the Gift Aid scheme, please contact us and we will amend our record accordingly.

What we need to claim Gift Aid

- Your full name and home address
- A donation made from a personal bank or building society account
- We can't claim Gift Aid on donations from company accounts. The donation must be your own money and not the proceeds of a collection.
- Using the declaration form, we can claim Gift Aid on all your donations in the last 4 years and all future donations.

If you have any questions, please telephone us on 01603 766690.