



COOMBE  
WOOD  
SCHOOL

## Setting up Parental Voluntary Contributions

The School would like to welcome Parental Voluntary Contributions through 'Standing Order' payments. If you make a contribution we would also appreciate it if you would 'Gift Aid' it.

**PLEASE USE BOTH THE GIFT AID AND THE STANDING ORDER FORM AND THEN RETURN TO THE SCHOOL ON SEPARATE SHEETS OF PAPER**

[Gift Aid & Standing Order Form \(please return to the CWS Finance Office\)](#)

### **Are you a UK Tax Payer?**

If so, you can use Gift Aid to make your donations go further by completing this declaration. Coombe Wood School will reclaim 25p of tax for every £1 that has been given.

It's simple - just tick the box below to help your School achieve more.

- ▣ **Yes, I am a UK taxpayer** and I agree to Coombe Wood School claiming tax on all past, present and future donations I make. Please treat my donations as Gift Aid donations. By ticking this box I confirm that I am paying or will pay an amount of Income Tax and/or Capital Gains Tax to cover the amount Coombe Wood School and any other charities or Community Amateur Sports Clubs (CASCs) will reclaim for the tax year (6th April one year to 5th April the next year). Council Tax and VAT do not qualify towards Gift Aid. Coombe Wood School will reclaim 25p of tax on every £1 that has been given.
  
- ▣ **I am not a UK Tax Payer**

### Donor's Details

Title	Forename	Surname
Address		Postcode
Signature	Date	
Student		

*Please notify the school if you:*

- *Want 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 HMRC to adjust your tax code.*


## STANDING ORDER FORM

## Parental Donation

Details of the account from which payments will be taken

Bank or Building Society Name	Address
Branch	
Account Name	Account Number
	Sort Code

Details of the account to which payments will be made

Account Name	Reference Number (For Office use only)
<b>CWS Parental Donations</b>	
Bank or Building Society Name <b>LLOYDs</b>	Account Number 58453668
	Sort Code 30 98 36

## Payment Details

Regular Amount (in figures)	£	Please pay monthly on	
		1 <sup>st</sup> <input type="checkbox"/>	15 <sup>th</sup> <input type="checkbox"/> (please tick)
Date of first payment		Date of last payment	

## Your Details

Name	Address
Signature	
Student Name	

## GIFT AID

Please include a Gift Aid Form if you are a UK tax payer so the school can claim an extra 25% on your donation

## WHERE TO SEND

When completed, please send this form to the Finance Department at CWS who will forward to your bank or building society. Please ensure the date you have entered for first payment is at least 14 days from date of posting to allow for this. Thank you.