



Friends of  
Sir John Lawes School *Registered Charity Number 292123*

### FRIENDS OF SJL DONATION FORM

*Please complete and return this form to: FAO: Friends of SJL, Sir John Lawes School, Manland Way, Harpenden Herts AL5 4QP*

I would like to make a single voluntary donation and enclose cash/cheque for the sum of:  £  
(Payable to Friends of Sir John Lawes)

I would like to make a regular contribution as per the Standing Order instruction opposite  **Please ✓**

If you are a UK taxpayer please tick the box below and sign to enable us to claim back the tax under the Gift Aid scheme. This allows us to claim 25p in every pound from the Inland Revenue.

I am a UK taxpayer. Please treat my regular contribution/donation as a Gift Aid donation  **Please ✓**

Signature

Date

Full name

Address line 1

Address line 2

Address line 3

Post code

Email address

Phone

Child's name



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### STANDING ORDER INSTRUCTION

Bank name

Address including post code

#### ACCOUNT TO BE DEBITED

**Account name**

#### BENEFICIARY DETAILS

Friends of Sir John Lawes  
Barclays Bank  
16 High Street  
Harpenden  
AL5 2TD

**Account number**

**Account number**  
5 0 5 6 0 5 8 8

**Sort code**

**Sort code**  
2 0 - 7 4 - 0 9

#### PAYMENT DETAILS

Amount of each payment  £

Amount in words

Date of first payment

Date and frequency of regular payments (e.g. monthly/quarterly)

Please make the payments specified above until you receive further notice in writing from me/us

Signature  Date:

#### Notes:

1. You can cancel this declaration at any time by notifying the Friends of Sir John Lawes School (FOSJL)
2. You must pay an amount of UK income and/or capital gains tax at least equal to the tax that the FOSJL reclaims on your donations (currently 25p for each £1 you give).
3. If your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity claims you can cancel your declaration
4. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the FOSJL or ask your local tax office for Leaflet R113 Gift Aid
5. Please remember to notify the FOSJL if you change your name or address.