



# Bishop Luffa Parents & Friends Association

Part of the Bishop Luffa Learning Partnership

Westgate Chichester West Sussex PO19 3HP

A CHURCH OF ENGLAND SCHOOL

Telephone: 01243 787741

Head: Mr Austen Hindman

[www.bishopluffa.org.uk](http://www.bishopluffa.org.uk)

## STANDING ORDER MANDATE

In order to set up a regular On-Line payment via your own bank, (via your APP or over the counter) here are the details you need:

**Name of Account : Bishop Luffa Parents and Friends Association No.2 Account**

**Barclays Bank Chichester Sort Code : 20-20-62 Account No. : 60164453**

Amount : ..... Every : ..... e.g. 5th Monthly / Quarterly - Until Further Notice

Commencing : .....

*Boost your donation by 25p of Gift Aid. For every £1 you donate Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.*

**Upon setting up your regular donation, PLEASE RETURN THIS COMPLETED FORM TO THE PFA GIFT AID SECRETARY c/o BISHOP LUFFA SCHOOL. WE CAN ONLY RECLAIM THE GIFT AID WITH THIS SIGNED FORM.**

Please make a copy for your own records

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## GIFT AID DECLARATION

**(Please return completed form to PFA Gift Aid Secretary, c/o School office)**

Your address is needed to identify you as a current UK taxpayer. In order to Gift Aid your donation you must tick the box below:

☐ I want to Gift Aid my donation of £ ..... and any donations I make in the future or have made in the past 4 years to: **BISHOP LUFFA SCHOOL PARENTS AND FRIENDS ASSOCIATION (Registered Charity no. 277012)**

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.

Title .....

First name or initial(s) ..... Surname .....

Full Home address .....

.....

Postcode ..... Email: .....

Signature ..... Date: .....

Please notify our charity 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 HM Revenue and Customs to adjust your tax code.

With grateful thanks, Bishop Luffa PFA