



# Instruction to your Bank or Building Society to pay by Direct Debit

**Utange Orphans Charity** Reg Charity 1160637  
**School Sponsors Fund** 7 Pavenham Road, Oakley, Bedfordshire MK43 7SY

Name and full postal address of your Bank or Building Society

To: **The Manager**  
Bank/Building Society name

Bank/Building Society address

Post Code

Name(s) of your Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Service User Number

6	9	1	2	1	3
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CAF, Kings Hill, West Malling, Kent, ME19 4TA

**Instruction to your Bank or Building Society**

Please pay Charities Aid Foundation Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Charities Aid Foundation and, if so, details will be passed electronically to my Bank/Building Society.

Signatures

*Banks and Building Societies may not accept Direct Debit Instructions from some types of account*

*This is not part of the Instruction to your Bank or Building Society*

**My Details**

Name  
 Mr  Mrs  Ms  Other (Please Specify)

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Address  
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Postcode

Email

**Send this form to: Utange Orphans Charity,  
19 Oakley Road, Clapham, Bedford MK41 6AN**

**Donation Details**

I would like to make a regular donation of £ .....

Monthly  Quarterly  Half Yearly  Annually Commencing

01 /   /     or

15 /   /

**Gift Aid Declaration**

I want to Gift Aid my donations and any donations I make in the future or have made in the past 4 years to Utange Orphans Charity. 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.

Tick to apply

*This guarantee should be detached and retained by the Payer*

## The Direct Debit Guarantee

- This guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, Charities Aid Foundation will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Charities Aid Foundation to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Charities Aid Foundation or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when Charities Aid Foundation asks you to
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also send a copy of your letter to us.

