



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



Please fill in the whole form using a ball point pen and send it to:

Rennie Grove Hospice Care  
Rennie House, Unit 3  
Icknield Way Industrial Estate  
Tring  
Hertfordshire HP23 4JX

Originator's identification number

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Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank/Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Banks and Building Societies may not accept Direct Debit instructions for some types of account

Signature(s)
Date

Reference (official use only)

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## YOUR DONATIONS

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Yes, I would like Rennie Grove to keep in touch with me by email  
I would like to set up a Direct Debit of £ \_\_\_\_\_

Monthly/Quarterly/Half Yearly/Annually (Please circle which one)

Please debit my Bank/Building Society account on:  
1st  8th  15th  22nd

**Instruction to your Bank or Building Society**  
Please pay Iain Rennie Hospice at Home (IRHH) 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 IRHH and, if so, details will be passed electronically to my Bank/Building Society.

*giftaid it* For every £1 you donate through Gift Aid, we can reclaim an extra 25p from HM Revenue & Customs.

**GIFT AID DECLARATION** (please delete lines that do not apply to you)

I confirm that I have read notes 1 to 5 (overleaf) and that I would like Rennie Grove Hospice Care or its associated entities to reclaim tax on:

this gift of £ \_\_\_\_\_ and  
 all donations I make to the charity and its associated entities until I notify you otherwise, and  
 all donations I have made in the 4 years prior to this date.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ (second tax payer if applicable)

*For HM Revenue and Customs purposes, any Gift Aid claim we make on a joint donation will assume that half of the gift came from each of you unless you tell us otherwise. **PTO for additional notes***

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 Iain Rennie Hospice at Home (IRHH) will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request IRHH 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 IRHH 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 an refund you are not entitled to, you must pay it back when IRHH asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

### ***Additional Gift Aid notes***

*If you pay tax at the higher rate, you should be able to reclaim further tax yourself through your Self Assessment Tax Return.*

1. You must pay an amount of income tax and/or capital gains tax to cover the amount that all charities and CASCs you donate to will reclaim for that tax year. Council Tax and VAT do not count for this purpose.
2. If in the future your circumstances change and you no longer pay sufficient tax on your income and capital gains to satisfy condition 1, you should cancel your declaration.
3. You can cancel this declaration at any time by notifying Rennie Grove Hospice Care.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, ask Rennie Grove Hospice care or contact your Tax Office.
5. Please notify Rennie Grove Hospice Care if you change your name or address.

**Contact:**

Fundraising, Rennie House, Unit 3 Ickniweld Way Industrial Estate, Tring, Herts HP23 4JX [fundraising@renniegrove.org](mailto:fundraising@renniegrove.org) 01442 890222

Registered Office: Rennie Grove Hospice Care, Grove House, Waverley Road, St Albans, Herts AL3 5QX [www.renniegrove.org](http://www.renniegrove.org) Charity No. 1140386