

Membership, Enrolment & Gift Aid form

September 2018 - July 2019



Please complete all sections within this 4-page pull-out and then detach from the main brochure and return to Letchworth Settlement, 229 Nevells Road, Letchworth Garden City, Herts. SG6 4UB

Your details

Title: Forename: Surname:

Address:

Postcode:

Tel (landline): Tel (mobile):

Email:

Membership No:

Please tick this box if you want to receive our email newsletters about future events and courses.

Please tick this box if you want to receive our brochure by post.

Your details **will not** be passed on to any third parties.

New Member? Where did you hear about us? _____

We no longer post out enrolment confirmations. If you would like one, please enclose a stamped, addressed envelope. Any course information will be sent to you and you will be contacted if there are any queries with your enrolment.

Student's signature: _____

Date: _____

DATA PROTECTION: We keep your information provided here in a database to enable us to process your enrolment and administer courses. For further information on Data Protection please see our Privacy Policy on our website.

GIFT AID – If you are a UK tax payer, please complete the section overleaf so we can claim back an extra 25p for every £1 you give.

Your courses

Course details

Fee payable

Course Title		
Day	Time	£
Course Title		
Day	Time	£
Course Title		
Day	Time	£
Annual Membership Fee due: £18 (standard) • £13 (concessions - over 60 years)		£
Donation (Thank you!)		£
Total Payable		£

Gift Aid Declaration

I am a United Kingdom payer of Income Tax and I wish Letchworth Settlement to treat all donations I have made since 6 April 2018 and all donations that I make hereafter until I notify you otherwise as **Gift Aid Donations**.

Signature

Date

Please read the GIFT AID NOTES on last page of this form carefully.

Payment Method: Cash Cheque Visa, Mastercard or Switch *Please tick*
Cheques should be made payable to Letchworth Settlement

Please charge my Credit/Debit Card

Card Number

Expiry Date Switch Issue No
M M Y Y

Security Code *Last 3 digits on reverse of card*

I wish to pay my Annual Membership Fee by standing order and have completed the Banker's Order Form below *Please tick*

Bankers Order Form – Please complete ALL sections

(From Settlement Member to his/her bank)

To: The Manager, _____ (Name of your Bank)

of _____ (Address of your Bank)

Account No: _____ Sort Code: _____

Please pay Letchworth Adult Education Settlement* once annually the sum of

£ _____ from _____ (date DD/MM/YY)

until further notice.

*Letchworth Adult Education Settlement, Account No: 00011799, CAF Bank Ltd,
Sort Code 40-52-40

Member Authorisation:

Name: _____

Address: _____

Signature: _____ Date: _____

Gift Aid Notes

1. If your declaration covers donations you may make in the future:

a) Please let Letchworth Settlement know if you change your name or address while the declaration is still in force.

b) Cancellation of declaration: You can do this at any time by notifying Letchworth Settlement, it will then not be applicable to donations you make on or after the date of cancellation.

2. You **must** pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax Letchworth Settlement reclaims on your donations in the tax year (currently 25p for each £1 you donate).

3. If your circumstances change in the future and you no longer pay tax on your income and/or capital gains equal to the tax that Letchworth Settlement reclaims, you can cancel your declaration.

4. If you pay tax at the higher rate you can claim further tax relief in your self-assessment tax return.

5. If you are unsure whether your donations qualify for Gift Aid tax relief, consult Letchworth Settlement. Alternatively leaflet IR113 (Gift Aid) may be obtained from your tax office.

