

Membership, Enrolment & Gift Aid form

September 2021 - July 2022



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: _____ First Name: _____ Last Name: _____

Address: _____

Postcode: _____

Tel (landline): _____ Tel (mobile): _____

Email: _____

Membership No: _____

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

Please tick this box if you want to receive future brochures by post.

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

New Member? Where did you hear about us? _____

We no longer send out enrolment confirmations by post. 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 the information you provide in a database to enable us to process your enrolment and administer your membership and 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 – at no extra cost to you.

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

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If you are a UK tax payer, you can increase the value of your donation by 25% – at no extra cost to you.

I want to Gift Aid my donation to Letchworth Educational Settlement, and any donations I make in the future, or have made in the past 4 years.

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.

Signature

Date

Please see the Gift Aid Notes on the last page of this form.

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

Please notify us 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.

