



Instruction to your bank or building society to pay by Direct Debit

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

**NOTTINGHAM HOSPITALS CHARITY
SHERWOOD BUILDING
HUCKNALL ROAD
NOTTINGHAM
NG5 1PB**

Service user number

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FOR Nottingham University Hospitals Charity OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

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 or building society

To: The Manager	Bank/building society
Address	
Postcode	

Instruction to your bank or building society

Please pay Nottingham University Hospitals Charity 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 Nottingham University Hospitals Charity and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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 Nottingham University Hospitals Charity will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Nottingham University Hospitals Charity 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 Nottingham University Charity 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 Nottingham University Hospitals Charity 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.

To set up a regular direct debit with Nottingham Hospitals Charity, please complete this form and return along with the Direct Debit mandate to:

'FREEPOST NUH CHARITY'

No further information is needed on the envelope and no stamp is required.

Title: _____ First Name: _____ Surname: _____

Address: _____

I would like to make a regular donation of £ _____ **Annually*/ Quarterly*/ Monthly*** (*Please delete as appropriate) to Nottingham Hospitals Charity, specifically to the _____ fund, or where the need is greatest.

Please debit the amount above from my account on the **3rd*/10th*/17th*/24th*** day of the month.
(*please delete as appropriate)

Please start my direct debit from _____ (date including year).

Signature: _____

Date: _____

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If you are a UK Taxpayer and would like us to claim an extra 25p per £1 you donate from the H.M.R.C then: Please treat

All gifts of money that I make today and in the future as Gift Aid donations; **OR**

All gifts of money that I have made in the past 4 years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

✓ *Please tick the appropriate box*

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Signature: _____ Date: ____/____/____