

ADOPT A POTTER CHARITABLE TRUST

Maze Hill Pottery

The Old Ticket Office

Woodlands Park Road

Greenwich, London SE10 9XE

STANDING ORDER FORM

Your Full Name:

Your Address:

.....

.....

Post Code: **Phone Number:**

Your Bank's Name and Address:

.....

Post Code: **Phone Number:**

A/c No: Sort Code:

Please pay HSBC, Sort Code 40-01-04 the sum of £.....

to be credited to the account of ADOPT A POTTER CHARITABLE TRUST,

Account No. 91544632 on (date) and a like amount thereafter on the same date of each month/quarter/year hereafter until further notice.

Signed:..... Date:.....

Print name:

TO THE BANK: When making payments, please quote AaP ref: no. GAD 100

Your donation could be worth 25% more if you are a UK Tax Payer. All you need to do is read and sign the declaration overleaf and return it to us.

Please send one copy to your Bank, (if you have not set up the Standing Order online) - and return one copy to Lisa Hammond, Adopt a Potter Charitable Trust, Maze Hill Pottery, The Old Ticket Office, Woodlands Park Road, Greenwich, London SE10 9XE

Charity Registration No: 1130164

GIFT AID DECLARATION

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £_____ and any donations I make in the future or have made in the past 4 years to Adopt a Potter

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.

My Details

Title ____ First name or initial(s) _____

Surname _____

Full Home Address

_____ Postcode _____

Date _____

Please notify the charity 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.

**Please make cheques payable to ADOPT A POTTER CHARITABLE TRUST.
To make a direct transfer via BACS, please use the contact details below.**

When completed, please return one copy to:

Lisa Hammond, Adopt a Potter Charitable Trust, Maze Hill Pottery, The Old Ticket Office, Woodlands Park Road, Greenwich, London SE10 9XE. For further details visit www.adoptapotter.org.uk or email lisa@lisahammond-pottery.co.uk

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