

Please return the form to:
Amanda Wood, Citizens Advice South Gloucestershire,
Unit 1 Badminton Court, Station Road, Yate BS37 5HZ
Any questions, please contact us on 01454 334961

Citizens Advice South Gloucestershire is a registered charity
(1037480) in England and Wales and registered company limited
by guarantee (02715290)

southgloscab.org.uk

Title _____ **First Name** _____ **Last Name** _____
Address _____
_____ **Post code** _____

I would like to pay £ _____ on the: 1st _____ or 15th _____ of every month *(Please tick which one you would prefer).*

We will continue to contact you in the way you have previously indicated. If you haven't already given us your details, let us know how we can keep in touch with you, so you can see how you are making a difference.

We would like to keep you up to date on our work, fundraising activities, volunteering opportunities and services.

☐ **Please contact me by email.** My email address is _____.

☐ **Please contact me by post** (address as above).

If you would like to unsubscribe from all communications from us, please do not hesitate to contact us on our admin line at 01454 334961 or unsubscribe directly from our email communications. We will never sell or swap your details for marketing purposes. For our full privacy policy, please visit southgloscab.org.uk/privacy-security.

**Instruction to your bank or building society to pay by Direct Debit
for Citizens Advice South Gloucestershire**



Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address

Postcode

Service User Number

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CAF, Kings Hill, West Malling, Kent, ME19 4TA

Instruction to your Bank or Building Society

Please pay Charities Aid Foundation 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 Charities Aid Foundation and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

Bank/Building Society account number

--	--	--	--	--	--	--	--

Branch Sort Code

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Signature(s)

Date (DD/MM/YYYY)

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

Make your gift worth more with Gift Aid

☐ **I would like Citizens Advice South Gloucestershire to reclaim the tax I have paid on this donation, any donation I have made in the previous four years and any donations I may make in the future.**

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You must be a UK taxpayer. If you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in that tax year, it is your responsibility to pay any difference. If your name, address or tax status should change in the future, or you wish to cancel your declaration, please contact Citizens Advice South Gloucestershire on 01454 334961 so that we can adjust your records.

This guarantee should be detached and retained by the payer

Direct Debit guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit Charities Aid Foundation notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Charities Aid Foundation to collect 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 Charities Aid Foundation 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 Charities Aid Foundation 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 Citizens Advice South Gloucestershire at bureau@sgloscab.cabnet.org.uk or our admin line at 01454 334961.