

# Supporting the University of the Highlands and Islands



## Donation form

Thank you for choosing to support the University of the Highlands and Islands!

Please select the way you would like to give below and complete all further sections of this form, remembering to Gift Aid your donation should you so wish. Please complete this form in BLOCK CAPITALS.

### Personal details

Title (Mr, Mrs, Miss, etc): \_\_\_\_\_ First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Your gift

**Single gift** - I wish to make a single gift of £\_\_\_\_\_ and I have enclosed a cheque made payable to the 'University of the Highlands and Islands'

**Regular gift – by Direct Debit (please delete as appropriate)**

I wish to give £\_\_\_\_\_ per month / quarter / year, starting on the 1st / 15th / 25th \_\_\_\_\_ (month) 20\_\_\_\_ (year)

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

Please fill in the form and send to: University of the Highlands and Islands, Ness Walk, Inverness, IV3 5SQ



Name and full postal address of your bank or building society

To: the Manager \_\_\_\_\_ Bank/building society

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Name(s) of account holder(s) \_\_\_\_\_

Branch sort code

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Bank/building society account number

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Service user number

2	7	2	5	2	7
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Reference

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Instruction to your bank or building society

Please pay University of the Highlands and Islands 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 University of the Highlands and Islands and, if so, details will be passed electronically to my bank/building society.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

DDI5

### The Direct Debit Guarantee

This Guarantee should be detached and retained by the Payer

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

- 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 University of the Highlands and Islands will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request University of the Highlands and Islands 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 University of the Highlands and Islands 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 University of the Highlands and Islands 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.



## *giftaid it* **Make the most of your gift**

Your gift can be worth almost a third more, at no extra cost to you. Currently, we can claim 25p on every pound you give in tax relief, plus we will receive a government supplement of an extra 3p on every pound. All you have to do is sign the Gift Aid declaration below.

"I am a UK taxpayer and have paid income tax or capital gains tax on this donation. Please treat this donation, any donations made within the last four years, and any future donations I make as Gift Aid donations, until I indicate otherwise."

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

To qualify for Gift Aid, what you pay in income tax or capital gains tax must at least be equal to the amount we will claim in the tax year.

I am not eligible for Gift Aid

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### **Your choice** (please tick the appropriate boxes)

Where would you like your gift to go?

- Unrestricted - to be used where it is most needed
- I would like my gift to be allocated to a particular project/fund

Please specify: \_\_\_\_\_

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- I would like my donation to be anonymous.
- I am happy to be recognised as a donor on the website and in the annual report.

I would like to be acknowledged as: \_\_\_\_\_

- I am happy to be contacted by the University of the Highlands and Islands in the future. Please see our data protection statement below.

### **Data Protection**

The university complies with the provisions and obligations of the Data Protection Act (2018) in the storage and retrieval of personal information. If you provide us with personal information, it will be stored securely and will not be made available to other organisations.

All of our fundraising information is held on a computer database in order to improve the service we offer. We use this information to keep you informed of the impact of your donation, send you our annual report, university news and details of any forthcoming events.

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Please return completed forms to:

### **Development Office**

**University of the Highlands and Islands, Ness Walk, Inverness, Scotland, IV3 5SQ**

Tel: (01463) 279000 | Fax: (01463) 279001 | Email: [development@uhi.ac.uk](mailto:development@uhi.ac.uk)

You can also give online at [www.uhi.ac.uk/development](http://www.uhi.ac.uk/development)

***Thank you!***