



## Instruction to your Bank or Building Society to pay by Direct Debit



Service User Number

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CAF, Kings Hill, West Malling, Kent, ME18 4TA

Please fill in the whole form and return to:

**Torch Trust for the Blind**  
**Torch House, Torch Way**  
**Market Harborough LE16 9HL**

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 CharityDonation 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 CharityDonation and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

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|  |
|  |

Signature(s)

|      |
|------|
|      |
|      |
| Date |

Bank / Building Society account number

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Branch Sort Code

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The section below is not part of the Instruction to your Bank or Building Society and must be detached by CharityDonation before submission to the Paying Bank.

### My Details

Name: Mr / Mrs / Ms / other (please specify) \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

### Donation Details

I would like to make a regular donation of £ \_\_\_\_\_

Quarterly-  Monthly  Annually commencing

0 1 /    /    or 1 5 /    /   

### Gift Aid Declaration:

I would like CAF Re The Torch Trust For The Blind to treat all donations I have made for the four years prior to this date and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid donation. I confirm I have paid or will pay an amount of Income Tax and / or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all charities or Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that the charity will reclaim 25p of tax for every £1 that I give. (Tick to apply)

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, CAF Re The Torch Trust For The Blind will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request CAF Re The Torch Trust For The Blind 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 CAF Re The Torch Trust For The Blind 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 CAF Re The Torch Trust For The Blind asks you to
- You can cancel a Direct Debit at any time by contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.