

## Direct Debit Form

Please complete the whole form and send to:

Royal Voluntary Service, Beck Court, Cardiff Gate Business Park, Cardiff CF23 8RP  
or call us on 02920 739 079

**ROYAL  
VOLUNTARY  
SERVICE**

*Together for older people*

Yes, I want to make a regular gift to Royal Voluntary Service of (amount) £ \_\_\_\_\_ a month

starting on (please tick one box)  1st  8th  15th  22nd (month) \_\_\_\_\_ (year) 2 \_\_\_\_\_

Title	First Name
Surname	
Address	
	Postcode

Please add 25% at no extra cost to you!

**YES**, By ticking this box, I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to Royal Voluntary Service. 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. Please notify us if you wish to cancel this declaration, you change your name or address, or you no longer pay sufficient Income Tax and/or Capital Gains Tax. 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 HMRC to adjust your tax code. **Thank You!**

**NO**, I am not a taxpayer.

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If you would be happy for us to contact you via phone or text please write your details here \_\_\_\_\_

If you would be happy for us to contact you via email please write your details here \_\_\_\_\_

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

**Royal Voluntary Service, Beck Court, Cardiff Gate Business Park, Cardiff CF23 8RP**

Name 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

Originator's Identification Number:

4	2	5	1	7	2
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Reference (for office use only)

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### Instruction to your Bank or Building Society

Please pay Royal Voluntary Service 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 Royal Voluntary Service and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

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 Royal Voluntary Service will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Royal Voluntary Service 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 Royal Voluntary Service 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 received a refund you are not entitled to, you must pay it back when Royal Voluntary Service 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.

