

THE BISHOP'S STORTFORD HIGH SCHOOL MITRE FUND

DETAILS OF DONOR

Title Forename(s) Surname

Address
..... Post Code

Email Address:.....

Please name all of your children who attend TBSHS with the year group and form (if known):
.....
.....

Signed Date

**Please complete the Gift Aid form overleaf and the bank order attached
and return in an envelope marked Confidential to;
The Bishop's Stortford High School Mitre Fund, London Road, Bishop's Stortford, CM23 3LU
Director of Finance, Finance Department, TBSHS
The Bishop's Stortford High School Mitre Fund Charity No. 1155759**

OFFER OF EXPERTISE, GOODS OR SERVICES

I would like to offer expertise in for up to hours per month

I would like to offer goods or services:

Title Forename(s) Surname

Address
..... Post Code

Email Address:.....

**Please send any offers of expertise, goods or services to Mr. Paul Noble, Deputy Head;
The Bishop's Stortford High School Mitre Fund, London Road, Bishop's Stortford, CM23 3LU
paul.noble@tbshs.org
The Bishop's Stortford High School Mitre Fund Charity No. 1155759**

PLEASE ENSURE THAT YOU COMPLETE THE CHARITY GIFT AID DECLARATION OVERLEAF



THE BISHOP'S STORTFORD HIGH SCHOOL MITRE FUND

CHARITY GIFT AID DECLARATION

BOOST YOUR DONATION BY 25p OF GIFT AID FOR EVERY £1 YOU DONATE

Gift Aid is reclaimed by the Mitre Fund from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

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

I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to:

Name of Charity: THE BISHOP'S STORTFORD HIGH SCHOOL MITRE FUND - Charity number: 1155759

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 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.

HOW YOUR INFORMATION IS USED

The Mitre Fund will use the information collected to confirm your eligibility for gift aid and this information may be passed to the relevant authorities and the School (The Bishop's Stortford High School) who process the information on behalf of the Mitre Fund. Your information will not be passed to any other third party.

Bankers orders will be sent to your bank. All information on donations of any kind is confidential.

We would like to send you information to update you on the Mitre Fund activities and invite you to events by email, My Ed application, post or telephone. If you agree to being contacted in this way, please tick the relevant boxes.

Email My Ed Post Telephone

PLEASE COMPLETE THIS PAGE AND THE DONOR DETAILS OVERLEAF



**THE BISHOP'S STORTFORD HIGH SCHOOL
MITRE FUND**

BANKERS ORDER

To:

..... (name & address of your bank) Postcode

Please pay to National Westminster Bank plc at Bishop's Stortford (sort code 60-02-36) for the

account of The Bishop's Stortford High School Mitre Fund (a/c no. 63832925)

the sum of £.....(in words)pounds) and the same

sum on the same day each month/quarter/year/until further notice/beginning (*Delete as appropriate*)

..... (day) (month) (year)

Signed Date

Account Name

Address

.....

.....

Account Number

Sort Code/..... /.....

PLEASE USE BLOCK CAPITALS

PLEASE DO NOT SEND THE BANKERS ORDER DIRECTLY TO THE BANK

Please complete and return in an envelope marked confidential to; The Bishop's Stortford High School Mitre Fund,

London Road, Bishop's Stortford, CM23 3LU

Director of Finance, Finance Department, TBSHS

The Bishop's Stortford High School Mitre Fund Charity No. 1155759

