



## Bank Standing Order

To ..... Bank plc <sup>1</sup>

Branch Address .....

.....

..... Postcode.....

Please pay to Hammersmith & Fulham Foodbank  
at National Westminster Bank plc  
45 Fulham Broadway  
London SW6 1AG  
Sort Code 60-22-16, Account No 39295141

the sum of £ ..... on the <sup>2</sup>

..... day of ..... <sup>3</sup>

date month year

and thereafter each month/quarter/year until the

..... day of ..... <sup>4</sup>

date month year

Debit account name ..... <sup>5</sup>

Account No.....

Sort Code.....

Signature..... Date .....

Address..... <sup>6</sup>

.....

..... Postcode.....



## Gift Aid Declaration

To Christ Church Fulham  
(acting on behalf of Hammersmith & Fulham Foodbank)

Title .....

First name(s).....

Surname.....

Address.....

..... Postcode.....

I am a taxpayer. Please treat all donations I have made since 6 April 2000 and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid donations.

Signed.....

Date.....

Hammersmith and Fulham Foodbank  
67 Studdridge Street, Fulham, London. SW6 3TD

DDL 020 7751 2248

F 020 7751 6849

E admin@hffb.org

W www.hffb.org

## Bank Standing Order

If you would like to make a commitment to support Hammersmith and Fulham foodbank through regular giving, the standing order form overleaf will enable you to do so directly through your bank.

### NOTES ON COMPLETING YOUR STANDING ORDER

1. Enter your bank details
2. Enter the amount you want to give
3. You can ask your bank to make payments monthly, quarterly or annually. Please put the date of the first payment – as standing orders may take a few days to process, it is best to return the form at least one week before the start date.
4. You can either ask the bank to stop payments on a certain date now, or tell them at a later date.
5. Enter your account details
6. Your home address

Please return the completed Standing order form to H&F Foodbank at the address overleaf, with your Gift Aid Declaration. This will help us to know when we should expect payment from your account. We will forward the order to your bank on your behalf.

## Important information about Gift Aid declarations

1. Gift Aid declarations can be for all donations of any size, whether one-off or regular. If you intend to give to Hammersmith and Fulham foodbank in the future, (whether by standing order or one of gifts) please complete the declaration and return it to us at the address overleaf.
2. Please read this form carefully before making any entries. The form may not be acceptable to the Inland Revenue if alterations are made. If you need to make an alteration, please initial it.
3. A declaration can only be signed by one individual (regarded as the donor), who must be a taxpayer. However payments may be made from joint accounts of which the donor is a joint holder.
4. You may cancel the declaration at any time by notifying us.
5. If in the future your circumstances change and you no longer pay enough income or capital gains tax, you can cancel your declaration.
6. If you pay tax at the higher rate, you can claim further tax relief in your self-assessment return.
7. It is important that you let us know if you change your name or address.