



PLEASE COMPLETE YOUR PERSONAL DETAILS

Title: _____ Forename(s): _____ Surname: _____

Address: _____

_____ Postcode: _____

I WANT TO SUPPORT EMMA WITH A SINGLE DONATION

I'd like to give: £25 £100 £250 £500 £1000 My preferred amount £ _____

I would like to pay by: Cheque (payable to Emmanuel College Development Fund) CAF voucher/card

VISA Mastercard Maestro Switch

Card Number:

Expiry date: Start date (if applicable): Issue no. (Swiith/Maestro):

Name(s) on card: _____

Signature(s) _____ Date _____

I WANT TO SUPPORT EMMA BY SETTING UP A REGULAR DIRECT DEBIT

I'd like to give a MONTHLY GIFT of: £10 £25 £50 £100 My preferred amount £ _____

I'd like to give an ANNUAL GIFT of: £100 £250 £500 £1000 My preferred amount £ _____

Starting from* _____ years / until further notice

*Please choose either 1 or 15 of the month and please allow at least one month between the start date for payments and the date you complete this form

Regular gifts at every level are hugely appreciated and enable us to plan ahead more accurately

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please fill in the whole form using a ball-point pen and send it to: Emmanuel College, Cambridge CB2 3AP

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)

Bank/building society account number

Branch sort code

Service user number

4 4 1 9 9 4

Reference (for official use only)

Instruction to your bank or building society

Please pay Emmanuel College 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 Emmanuel College 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.

✂ PLEASE DETACH YOUR DIRECT DEBIT GUARANTEE

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 Emmanuel College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Emmanuel College 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 Emmanuel College 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 Emmanuel College 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.



GIFT AID: BOOST YOUR DONATION BY 25% FOR FREE (UK TAXPAYERS ONLY)

giftaid it

If you're a UK taxpayer, we can claim an extra 25p for every £1 you donate, at no cost to you

- By ticking this box I confirm I am a UK taxpayer and want to Gift Aid this donation and any donations I make in the future or have made in the past four years to Emmanuel College, until I notify you otherwise. I 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.

Signature _____ Date _____

ALLOCATING YOUR GIFT TO A SPECIAL AREA

All gifts support *Emma enables*. If you have a preference, please specify which area of the project you would like your gift to help with:

- Wherever the need is greatest
- The *Emma experience* programme
- Buildings and grounds
- Post-docs
- Student support

THANKING YOU FOR YOUR SUPPORT

To recognise and say thank you for supporting the College, we list all donors' names in the *Emmanuel Review* (sums are never disclosed).

- I would like this gift to remain anonymous

We say thank you to donors in various other ways, for example by offering membership of the Master's Circle to those who have given £10,000 or more, and membership of the Frankland Society for those who pledge legacies to Emmanuel. See www.emma.cam.ac.uk/supporting/thankyou for full details.

TAX-EFFICIENT GIVING FROM OVERSEAS

You can make a tax-efficient gift from Canada, selected countries in Europe* (via Transnational Giving Europe), or Hong Kong (via the Hong Kong Foundation for Charities). US taxpayers can give tax-efficiently to the American Fund for Emmanuel.

Please send me details about tax-efficient giving from:

- Europe Canada Hong Kong US

- Please send me a postal donation form for the American Fund for Emmanuel

For full details see

www.emma.cam.ac.uk/giving

* Austria, Belgium, Bulgaria, France, Germany, Hungary, Ireland, Italy, Luxembourg, The Netherlands, Poland, Romania, Slovakia, Slovenia, Spain and Switzerland

I'd like my donation to be made in honour/ in memory (please delete as appropriate) of:

MAKING A TRANSFORMATIONAL GIFT

If you're considering making a transformational gift to any aspect of College life, the Development Director would be very happy to discuss possibilities with you. Please get in touch with us at development-office@emma.cam.ac.uk

REMEMBERING US WITH A GIFT IN YOUR WILL

Gifts in Wills both large and small have helped the College, and generations of students, to flourish over the years.

- I'd like to receive more information about leaving a gift to Emmanuel in my Will

If you've ticked the above box, the Development Office will be in touch. In the meantime, see www.emma.cam.ac.uk/legacies for more information.

KEEPING IN TOUCH

If, at any time, you'd like to update your details or change the way we contact you, please email development-office@emma.cam.ac.uk or call +44 (0)1223 330476.

For full details on how we use your data visit www.emma.cam.ac.uk/members/contact/data

YOU CAN DONATE ONLINE AT: www.emma.cam.ac.uk/giving

Please return this form to:
The Development Office, Emmanuel College, Cambridge, CB2 3AP, UK
T: +44 1223 330476 Email: development-office@emma.cam.ac.uk

REGISTERED CHARITY NO: 1137456

