

ALLOCATING YOUR GIFT TO A SPECIAL AREA

We will allocate your gift to the area identified as being of greatest need. However, please indicate if you would prefer your gift to be used in particular for:

- wherever the need is greatest buildings & grounds student support
 teaching & research the Library

The Development Director is happy to discuss possibilities with you

ANONYMOUS GIVING

- I wish my donation to remain anonymous

HELPING IN OTHER WAYS

- Please send me information about how I can make a bequest to the College in my Will
 Please send me information about how I can donate shares to the College (tax relief is available to donors)
 I enclose a matching gift form from my company
 I wish to make a gift to the University; please pass my name on to the Cambridge University Development Office/Cambridge in America

TAX-EFFICIENT GIVING FROM OVERSEAS

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

- Please send me details about Transnational Giving Europe, so that I can give tax-efficiently from one of the above countries

Hong Kong

The Hong Kong Foundation for Charities is a HK registered charity established in 2015 to support education, social welfare and religion around the world. Emmanuel College has a named fund within the Foundation.

- Please send me details about donating to Emmanuel College's fund within the Hong Kong Foundation for Charities

USA

The College is supported by The American Fund for Emmanuel, a US tax-exempt non-profit organisation qualified under Section 501(c)(3) of the US Internal Revenue Code. Donations to The American Fund for Emmanuel are tax-deductible to the extent allowed by the law.

- Please send me a form to make a gift to The American Fund for Emmanuel



Emmanuel College Cambridge Development Fund



DONATION FORM

PERSONAL DETAILS

Title _____ Forename (s) _____ Surname _____

Address _____

Postcode _____

I would like to make a REGULAR GIFT

I would like to give £ _____ monthly quarterly annually

commencing on *

D	D	M	M	Y	Y	Y	Y
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 for a period of _____ 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*

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

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Branch sort code

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Service user number

4	4	1	9	9	4
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Reference (for official use only)

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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)

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Date

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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 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.



I would like to make a SINGLE GIFT

I wish to donate £ _____ and would like to pay by

Cheque made payable to Emmanuel College Development Fund

VISA Mastercard Switch Maestro CAF voucher/card

Card number

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Start date

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 Expiry date

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 Issue no. (Swish/Maestro)

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Security code

--	--	--	--	--

Signature _____ Date _____

Cardholder's name and address (if different from opposite) _____

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Boost your donation by 25p of Gift Aid for every £1 you donate giftaid it

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

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

I want to Gift Aid my donation of £ _____ and any donations I make in the future or have made in the past four years to Emmanuel College.

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 Emmanuel College 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.

Tax payer's name _____

Signature _____ Date _____

Please return the form in the freepost envelope provided or to:

The Development Office
Emmanuel College
Cambridge CB2 3AP, UK
Tel: 01223-330476 Email: development-office@emma.cam.ac.uk

Registered Charity No: 1137456 Please do not send this form directly to your bank