

No.

**Instruction to your bank or building society to pay by Standing Order**

Please complete this form and post to: Ros Harris, Mistletoe Cottage, 43 Gretton Road, Gotherington, Glos. GL52 9QU. PLEASE DO NOT SEND TO YOUR BANK

**NB When drawn on a joint account the Standing Order mandate should be signed, when applicable, by the person who is eligible to sign the Gift Aid declaration.**

To the manager.....Bank/Building Society

Bank/building society address).....

.....Post code.....

Name(s) of account holder(s).....

.....

Your Bank/building society sort code  -  -

(See top right of your cheques)

Your Bank/building society account number

Please pay to Stella's School Scheme from the account detailed above the sum of £.....a month or year\* starting on...../...../20..... until further notice. I understand that this instruction may remain with SSS and if so details will be passed to my bank. **\*please delete one option.**

NB the standard amount for one child is £5 a month.

Signature ..... Date ... ..../...../20.....

To the above named bank or building society, please pay as requested above to: **Stella's School Scheme** A/c No.00102304 Sort Code: 30-92-70 Lloyds TSB PLC High St. Cheltenham

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Please tick ✓ one of the following boxes.

- I want SSS to reclaim tax under the Gift Aid scheme. **NOW PLEASE COMPLETE THE ENCLOSED GIFTAID DECLARATION** This should be done by the person signing the above Standing Order mandate.
- I do not qualify for the Gift Aid scheme – generally this means that you pay insufficient income or capital gains tax - please see the enclosed Gift Aid declaration for more details.

**So that we can ensure that our records are up to date please take a minute or two to complete the following details of the person sponsoring – thank you:**

Title..... Initials .....Last name.....

Address.....

.....Post Code.....

Telephone..... Mobile.....

Email.....Date.....