



THE KGS FOUNDATION

The KGS Foundation is part of Kingston Grammar School
Registered Charity No. 1078461

Please return this form to:

The Development Office
Kingston Grammar School
70 London Road
Kingston upon Thames
KT2 6PY

Tel: 020 8939 8803

Email: foundation@kgs.org.uk

Name:

Address:

Telephone:

Email:

I wish my donation to support the KGS Foundation:

☐ Bursary Fund

☐ Where the School needs it most

I wish to make a single gift of:

☐ £50 ☐ £100 ☐ £500 ☐ £1000 Other amount: £.....

If you would like to make a regular donation, please complete the Direct Debit form overleaf

☐ My employer operates a matched funding scheme for charitable giving

Gift Aid Declaration:

The Gift Aid scheme enables charities to reclaim the basic rate of income tax paid on donations. If you are a UK tax payer making a personal donation, you can increase the value of your donation by 25% at no extra cost to you.

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 Kingston Grammar School. 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 us if you want to cancel this declaration, if you change your name or home address, or if you no longer pay sufficient tax.

I wish to give:

☐ Personal cheque made payable to "The KGS Foundation" ☐ Anonymously

By credit/debit card: ☐ Visa ☐ MasterCard Issue number

Name on card: Start date: / Expiry date: /

Card Number Security code (destroyed once gift registered):

Signed:

Date:

Please send me information on:

☐ Giving shares and securities ☐ Including the KGS Foundation in my Will ☐ Becoming a KGS Foundation Ambassador

Regular Donation by Direct Debit

Please return the completed form to the Development Office. We will set up the direct debit on your behalf, ensuring that your donation is recorded, and that you are thanked appropriately.

I wish to make a regular donation to The KGS Foundation of £_____ (in numbers) on the 1st/15th* day of _____ (month) 20__ (year) and the same sum on the same day each month / quarter / year* until further notice. (*delete as required)



Instruction to your bank or building Society to pay by Direct Debit

Please fill in the whole form and send to:

The Development Office
Kingston Grammar School
London Road
Kingston upon Thames
KT2 6PY

Reference:

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FOR KINGSTON GRAMMAR SCHOOL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	

Instruction to your bank or building society

Please pay Kingston Grammar School 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 Kingston Grammar School and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date																			

Reference

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