

## **STANDING ORDER MANDATE**

Open Hands Trust, 53 Upper Tichborne Street,  
Leicester, LE2 1GL.  
Registered Charity No: 1121334



### **YOUR BANK DETAILS:**

To: The Manager  
Name of Bank: .....  
Address: .....  
Postcode: .....

### **PLEASE PAY TO:**

Account Name: Open Hands Trust (Leicester)  
Bank Address: HSBC plc, 2-6 Gallowtree Gate, Leicester, LE1 1DA  
Sort Code: 40-28-26  
Account No: 61454757

**I would like to pay the sum of** ..... (words)  
£ ..... (figures)

Frequency:  Monthly  Quarterly  Yearly

With effect from ..... Until ..... Or  until further notice

### **Please debit my/our account:**

Sort Code: ..... Account Number: .....  
Account Name: .....  
Your Address: .....  
Postcode: .....  
Email Address: .....

I would like to receive the Open Hands bi-monthly newsletter by email.

I consent for these details to be retained by Open Hands for use regarding my giving in accordance with the charity's data protection policy and GDPR regulations.

**Signed:** ..... **Date:** \_\_ / \_\_ / \_\_\_\_

## **GIFT AID DECLARATION**

Open Hands Trust, 53 Upper Tichborne Street,  
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Registered Charity No: 1121334



### **DETAILS OF DONOR:**

Title: .....  
Forename(s): .....  
Surname: .....  
Address: .....  
Postcode: .....

Please treat all donations I make to Open Hands Trust (Leicester) from the date of this declaration as Gift Aid until I notify you otherwise.

I consent for these details to be retained for use within Open Hands regarding my giving in accordance with their data protection policy and General Data Protection Regulations (GDPR).

**Signed:** ..... **Date:** \_\_ / \_\_ / \_\_\_\_

### **Notes:**

1. You can cancel this declaration at any time by notifying Open Hands Trust (Leicester) - it will then not apply to any donations made on or after the date of cancellation, or from the date that you specify you would like the declaration to be cancelled.
2. Please let Open Hands Trust (Leicester) know if you change your name or address while this declaration is still in force.
3. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that Open Hands Trust (Leicester) reclaims on your donations in the tax year.
4. If your circumstances change and you no longer pay tax on your income and/or capital gains tax equal to the tax that Open Hands Trust (Leicester) reclaims, you can cancel your declaration (see note 1).
5. If you pay tax at a higher rate, you can claim further tax relief in your self assessment tax return.
6. If you are unsure whether your donations qualify for Gift Aid tax relief, please contact the Finance Manager (Mrs. Sarah Hickman). Alternatively, you can contact your local tax office for leaflet IR113 *Gift Aid*.

**Please complete and return these forms to the Finance Manager, Sarah Hickman. Thank you.**

Email: sarah.hickman@trinitylifechurch.org.uk  
Address: Trinity Life Church, Upper Tichborne Street, Leicester, LE2 1GL  
Telephone: 0116 2558672