



# The New MCS Sixth Form Centre

## Donation form

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

I would like to support Magdalen College School by making a donation to:

- The Sixth Form Centre       Sixth Form bursaries  
 The area of greatest need

### A regular gift by Direct Debit

I would like to make a regular gift and have completed the Direct Debit Instruction overleaf.

### A single gift

I would like to make a gift in the amount of:

- £50     £100     £500     £1,000

Other amount: £ \_\_\_\_\_

I have enclosed a cheque, made payable to 'Magdalen College School'.

Please debit my     Visa     MasterCard

Card number: \_\_\_\_\_

| | | | | | | | | | | | | | | | | | | | | |

Expiry date: | | - | |    Start date: | | - | | |

Security code/CVN: | | | |

Issue no (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to:  
Waynflete Office, Magdalen College School,  
Cowley Place, Oxford OX4 1DZ.  
T: 01865 253 499; E: waynfleteoffice@mcsoxford.org

Thank you for  
your support

### Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate. Gift Aid is reclaimed by Magdalen College School from the tax you pay for the current tax year. Your address (above) is needed to identify you as a current UK taxpayer. In order to Gift Aid your donation please tick the box below:

- I want to Gift Aid this donation and any donations I make in the future or have made in the past 4 years to Magdalen College 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please notify Magdalen College School if you wish to cancel this declaration, change your name or home address or 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.*

- Please include my name on the donor wall as:

I would prefer to remain anonymous

I wish to leave a legacy to Magdalen College School. Please send me further information.





# MAGDALEN COLLEGE SCHOOL OXFORD

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

Please fill in the whole form including the 'official use only' box using a ball point pen and send it to:

Waynflete Office  
Magdalen College School  
Cowley Place  
Oxford  
OX4 1DZ

Name(s) of account holder(s)

[Empty box for account holder name]

Bank/building society account number

[Empty box for account number]

Branch sort code

[Empty box for branch sort code]

Name and full postal address of your bank or building society

To: The Manager Bank/building society  
Address  
Postcode

Reference

[Empty box for reference]

Service user number

2 7 7 7 1 7

FOR MAGDALEN COLLEGE SCHOOL OXFORD LTD  
OFFICIAL USE ONLY  
*This is not part of the instruction to your bank or building society.*

### PAYMENT DETAILS

Please pay Magdalen College School Oxford Ltd  
Monthly  Quarterly  Annually  (please tick)

The sum of

£

Amount of each instalment in figures

pounds

Amount of each instalment in words

For  1 year  5 years  Until further notice  
(please tick)

Starting from the 1<sup>st</sup> day of

Month

[Empty box for month]

Year

[Empty box for year]

*Please allow at least one month between the starting date for payments and the date when you sign this Direct Debit form.*

### Instruction to your bank or building society

Please pay Magdalen College School Oxford Ltd 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 Magdalen College School Oxford Ltd, and, if so, details will be passed electronically to my bank/building society.

Signature(s)

[Empty box for signature]

Date

[Empty box for date]

DD11

*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 Magdalen College School Oxford Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Magdalen College School Oxford Ltd 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 Magdalen College School Oxford Ltd or by 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 Magdalen College School Oxford Ltd 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.