

The Promoting Ability Gift Aid Initiative

Completion Guide – Bankers Order

Please note the following:

- Please enter **Name** and **Address** of your **Bank** using **Block Capitals**
- Show the amount of your payment in words
- Enter the amount of your monthly / quarterly / annual payment and delete as appropriate.

BANKERS ORDER

To: *The Manager*

Address:

Postcode:

Please pay to The Royal Bank of Scotland,
22 St. Enoch Square, Glasgow, G1 4DA (Sort Code 83 41 00)

Account No. 00646361 starting on theday of
.....(month).....(year) the sum
of.....£

And thereafter monthly / quarterly / annually

From my account number.....

Sort Code

Signed

Address

Date

Completion Guide – Gift Aid Declaration

Please note the following:

- Please enter your **Full Name** and **Address** using **Block Capitals**
- Enter the amount of your monthly, quarterly or annual payments as appropriate
- Please enter the date when your gift aid starts – this must be **either** the **date of signing**, or a **future** date
- You should sign the deed and enter the date you actually sign it in the presence of the witness who should see you sign and then immediately sign as witness when shown. (The witness should be aged 16 or over and know the person signing the deed).
- Please enter your National Insurance Number if known:

GIFT AID DECLARATION

To: *Unity Enterprise*

I(Mr / Mrs / Miss / Ms)

Address.....

Postcode.....

Promise to pay you until further notice, such a sum as after deduction of income tax at the basic rate of amounts of £.....per Month / Quarter / Year from
..... (date).

Signed Date

Witnessed by : Signature of Witness

Name of Witness

Address of Witness

Once you have completed the above, please return to:
Unity Enterprise, FREEPOST G15BR, 46 TRONGATE GLASGOW, G1 5ES