

# Donation Form

**Personal details (please complete)**

Your name and address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email

\_\_\_\_\_

Telephone

\_\_\_\_\_

I would like information about making a bequest to the Reading Real Estate Foundation

I wish my gift to remain anonymous

**Where would you like your gift to be directed towards?**

Where the need is greatest  Widening participation

Student support  Teaching and learning  Research

**Gift Aid Declaration**

Use Gift Aid and you can make your donation worth more. For every pound you give to us, we get an extra 25 pence from the Inland Revenue. So just sign here. It's that simple. *giftaid it*

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2010 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2010.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Single gift**

I would like to make a single gift to the Reading Real Estate Foundation:

£ \_\_\_\_\_

I would like to pay by  Cheque  Card

Please make cheques payable to: **Reading Real Estate Foundation**

You can pay by Visa/Mastercard/Maestro/CAF as follows:

Card number

\_\_\_\_\_

Start date \_\_\_\_\_ Expiry date \_\_\_\_\_

Issue number (if relevant) \_\_\_\_\_ Security code (Last 3 digits on reverse of card) \_\_\_\_\_

Card holder's name

\_\_\_\_\_

Signature

\_\_\_\_\_

**Regular gift by Direct Debit**

I would like to make a donation by Direct Debit of:

£ \_\_\_\_\_

per \_\_\_\_\_ month/quarter/half yearly/year (please specify)

Starting on (date) 0 1 - \_\_\_\_\_ - \_\_\_\_\_

or 1 5 - \_\_\_\_\_ - \_\_\_\_\_

Please choose either the 1<sup>st</sup> or 15<sup>th</sup> of the month and allow at least 21 days to give time for your gift to be processed

**Instruction to your Bank or Building Society to pay by Direct Debit**



Service User Number - **691213**

CAF, Kings Hill, West Malling, Kent, ME19 4TA

Account holder name:

\_\_\_\_\_

Bank/Building Society account number:

\_\_\_\_\_

Branch Sort Code \_\_\_\_\_

Name and full address of your Bank/Building Society:

\_\_\_\_\_

To: The Manager

Address

\_\_\_\_\_

\_\_\_\_\_

Postcode

\_\_\_\_\_

**Instruction to your Bank or Building Society**

Please pay **CAF re Reading Real Estate Foundation** 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 within **CAF re Reading Real Estate Foundation** and if so, details will be passed electronically to my Bank/Building Society.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Banks and Building Societies may not accept direct debits for some types of accounts.

**Returning the form**

Please return completed form to:

**Reading Real Estate Foundation,  
Henley Business School, Whiteknights,  
University of Reading, Reading,  
Berkshire, RG6 6UD, UK**

*Your personal information will be held securely and will only be used for related academic, education, development and fundraising purposes by the Reading Real Estate Foundation, and, with its specific consent, by its contractors.*

**Thank you - your support is much appreciated**

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 CAF re Reading Real Estate Foundation will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request CAF re Reading Real Estate Foundation 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 CAF re Reading Real Estate Foundation 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 CAF re Reading Real Estate Foundation 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.

# Privacy policy

The information you provide is used by the University to communicate with you for its marketing, promotional and fundraising purposes. These may include:

- The promotion of the relationship between the University and its alumni;
- University-related fundraising initiatives involving alumni;
- Advertising and promotion of alumni events and reunions;
- Distribution of University mailings (e.g. Alumni magazines, newsletters, annual reports) and message forwarding (without disclosure of data);
- The promotion of benefits and services available to alumni;
- Eliciting non-financial support (e.g. careers advice to students, help with student recruitment).

We store and use information that we believe to be factually correct, relevant to our work and not excessive. We are always respectful of our constituents in regards to information retained.

The Data Protection Act 1998 obliges us to follow security procedures regarding the storage and disclosure of information which you have given us in order to avoid unauthorised loss or access.

The University is subject to various access to information regimes, such as freedom of information, which oblige it to disclose information on request in order to comply with the law. However, your information is not routinely shared with other alumni and your data will also not routinely be disclosed to any external bodies, other than those contracted by the University of Reading in order to assist with its routine activities listed above.

We like to communicate with you by phone, email and post in order to achieve our role in the most cost-effective way. If you prefer not to receive some types or any of our communication, you can opt out by either writing to us at the address given, emailing us at [alumni-data@reading.ac.uk](mailto:alumni-data@reading.ac.uk) or by joining our online community and updating your mailing preferences.

For a full version of our privacy policy, please visit [www.alumni.reading.ac.uk/privacypolicy](http://www.alumni.reading.ac.uk/privacypolicy). Further information regarding your details and data protection can be found at [www.reading.ac.uk/data\\_protection](http://www.reading.ac.uk/data_protection) or by writing to: The Data Protection Officer, The University of Reading, Whiteknights, Reading RG6 6AH.