

English PEN Donation Form

Personal Details

Name:

Address:

Tel:

Email:

- I am a member/friend of English PEN
- I am not a member/friend of English PEN but I heard about it via _____
- I would like English PEN to keep me informed of news/events

We receive significant extra revenue and have lower administrative overheads if you can make your gift by standing order.

Please pay to English PEN the sum of

Every month/quarter/year (please delete as applicable)

Starting from ____/____/____ (date of first payment) until further notice

Signature:

Date:

Bank's name & address:

Post Code:

Bank Sort Code:

Your account number:

Please pay to the account of English PEN, HSBC, 76-78 Kings Road, London SW3 4TZ
Sort code: 40-06-15 Account number: 01129864

Alternatively, please enclose a cheque or postal order made payable to English PEN, or fill in your details below to make a credit/debit card donation

Cardholder name:

Card Type: Mastercard Visa Switch Delta

Card number:

Expiry date: ____/____/____ Issue no. (Switch)

English PEN is a registered charity (1125610) and a company limited by guarantee (5747142)
Registered address: Free Word Centre, 60 Farringdon Road, London EC1R 3GA



Using Gift Aid means that we will be able to claim an extra 28% of the value of your donation from the Inland Revenue without any additional cost to you. If you are a registered UK tax player and would like to Gift Aid your donation, please sign below.

English PEN, charity no. 1125610

Please treat

- The enclosed gift of £.....as a Gift Aid donation; **OR**
- All gifts of money that I make today and in the future as Gift Aid donations; **OR**
- All gifts of money that I have made in the past 4 years and all future gifts of money that I make from the date of this declaration as Gift Aid donations

√ *Please tick the appropriate box*

Signature:

Date:

You must pay an amount of income tax and/or capital gains tax in each tax year at least equal to the tax that the charity will claim from HM Revenue and Customs on your Gift Aid donation(s).

Please notify English PEN if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

Tax claimed by the charity

- The charity will reclaim 28p of tax on every £1 you gave up to 5 April 2008
- The charity will reclaim 25p of tax on every £1 you give on or after 6 April 2008
- The Government will pay to the charity an additional 3p on every £1 you give between 6 April 2008 and 5 April 2011. This transitional relief for the charity does not affect your personal tax position.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.

Many thanks for your support of English PEN's work!