

In order to make a regular donation to Stagetext, please complete this Standing Order Form and return it to us. Remember you can also Gift Aid your donations. Please fill in the Gift Aid form below and return it by post to Stagetext, Mercury Theatre, Balcerne Gate, Colchester, CO1 1PT. Thank You.

1. Account Details to be Debited

Bank Account: _____

Account Name: _____

Account Number: _____

Sort Code: ____/____/____

2. Beneficiary Account Details

Bank Name: CAF Bank

Account Name: Stagetext

Account Number: 00009422

Sort Code: 40-52-40

3. Payment Details

Amount of first payment: £_____

Amount of subsequent payments: £_____ (if different)

Date of first payment: ____/____/____

Either: Date of final payment _____

Number of payments _____

Continuing until cancelled in writing by myself/Stagetext

Frequency

Choose one option by marking one of the boxes with an X:

- Monthly Quarterly Six-Monthly Annually

Please specify the payment date required (e.g. 21st).

4. Signature

Signature: _____

Date: ____/____/____

Signature: _____

(for joint accounts)

Date: ____/____/____

Gift Aid Declaration

Can you make your donation go further with Gift Aid?

If you are a UK taxpayer, we can reclaim the tax paid on your gift and increase its value by up to a third. To donate this way, please complete and return the declaration below to: **Stagetext, Mercury Theatre, Balcerne Gate, Colchester, CO1 1PT**. Thank you.

Gift Aid declaration for past, present and future donations

Name of Charity: Stagetext

Please treat as Gift Aid donations all qualifying gifts of money made:

- Today
- In the past 4 years
- In the future

Please tick all the boxes you wish to apply

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 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Signature: _____

Date: ___/___/___

Please notify the charity or CASC if you: a. Want to cancel this declaration, b. Change your name or home address, c. 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.