



UNIVERSITY OF  
CAMBRIDGE

*The Cambridge Foundation  
Friends of Cambridge University Library*

*Standing Order Form*

Please return this form to:

The Treasurer, Friends of Cambridge University Library, University Library, West Road, Cambridge CB3 9DR

Title..... Forenames.....

Surname.....

Address.....

..... Postcode.....

College (if applicable)..... Matriculation year .....

To: The Manager (*full name and address of your bank – in block capitals please*)

.....

..... Postcode.....

Please pay from my Account Name .....

Account Number ..... Sort Code .....- ..... - .....

£ monthly/quarterly/annually for a period of years (or during my lifetime, whichever is shorter)

commencing on ...../...../..... to The Cambridge Foundation, Account Number 70195561 at Barclays

Bank plc, 15 Bene't Street, Cambridge CB2 3ZP (Sort Code 20-17-19). Quoting reference N32/.....

Signed..... Date.....

I do not pay UK income or capital gains tax

*Gift Aid Declaration*

If you are a UK taxpayer your gift can be made tax efficient through the Government's Gift Aid scheme. All gifts, of whatever value, are eligible for tax relief as long as the Gift Aid Declaration is signed and returned with your donation.

I want The Cambridge Foundation to treat all donations I have made since 6 April 2000 and all donations I make from the date of this declaration until I notify you otherwise as Gift Aid donations.

Signed..... Date.....

Notes:

1. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that The Cambridge Foundation reclaims on your donations in the tax year
2. You can cancel the declaration at any time by notifying The Cambridge Foundation.
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that The Cambridge Foundation reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, please contact The Cambridge Foundation. Or ask your local tax office for leaflet IR65 *Giving to charity by individuals*.
6. Please notify The Cambridge Foundation if you change your name or address while the declaration is still in force

The University of Cambridge established The Cambridge Foundation in 1989 to support the University's development plans. The Cambridge Foundation administers donations on behalf of the University (Inland Revenue ref. no. XN81946).

If you have any queries please contact the Development Office on (01223) 332288.

*Please do not send this form to your bank, return this form directly to The Friends of Cambridge University Library*