

Please sign and return to:  
The Development Office  
The British Academy  
10-11 Carlton House Terrace  
London, SW1Y 5AH

Should you have any questions  
please do not hesitate to contact  
the Development Office on:  
020 7969 5209 or at  
[development@thebritishacademy.ac.uk](mailto:development@thebritishacademy.ac.uk)

## 1. Your details

Full name

Home Address

Postcode

Email

We like to recognise our donors from time to time. If you would like your name to appear in a particular way please let us know in the box below.

I would like my donation to be anonymous.

I would not like my name to appear on the list of donors featured on the British Academy's website.

Please send me information about including the British Academy in my Will, and the free will-writing service offered through the National Free Wills Network.

## 2. Your gift

### Make a single gift

I enclose a cheque payable to the British Academy for: £

### Increase an existing gift

I wish to increase my regular direct debit from £

per

(delete as appropriate)

to £

per

(delete as appropriate)

### Make a regular gift

I authorise the Academy to take

£

Amount in words (e.g ten pounds)

From my bank account on 5th

month:

year:

\*\* Please leave at least 28 days before the 1st payment is due to allow the Academy time to set up your direct debit

And

monthly

quarterly

annually thereafter

**Please now complete Section 3 overleaf so that the Academy can set up your regular gift**

# 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 the British Academy will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The British Academy to collect payment, confirmation of the amount and date will be given to you at the time of request. If an error is made in the payment of your Direct Debit by The British Academy or your bank of 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 The British Academy asks you to. You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may also be required. Please also notify us. This guarantee should be detached and retained by the Payer.

## 3. Direct Debit details

Please only complete this section if you are starting a regular gift

Name(s) of Account Holder(s)

  

Bank/Building Society account no.

Branch Sort Code

### Name of your Bank/Building Society

To the Manager

Bank/Building Society

Address

Postcode

Instruction to your Bank/Building Society Please pay The British Academy Direct Debits from the account detailed in this Instruction subject to the safe guards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The British Academy and, if so, details will be passed electronically to my Bank/Building Society.

Signature

Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account.

### For official use only

Originator's Identification Number

Reference Number

## 4. Gift Aid

I am a UK taxpayer and would like The British Academy to treat all donations from this date henceforth, until I notify you otherwise, as Gift Aid donations

*giftaid it*

Signature

Date

I confirm that I am a UK tax payer and understand that if I pay less income tax/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay the difference. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that the charity will reclaim 25p of tax on every £1 that I give on henceforth.

## 5. Data Protection

The British Academy Development Office will use the data you provide on this form to process your donation, acknowledge your gift and keep you updated as how your donation has been put to good use. The British Academy is committed to keeping your data secure and will process your data fairly, never sharing it outside of the Academy without your specific consent. More details can be found on the British Academy's Privacy Notice which can be found at [www.thebritishacademy.ac.uk/privacy](http://www.thebritishacademy.ac.uk/privacy)

You can change how we communicate with you at any time.

Contact us on 020 7969 5209 or at [development@thebritishacademy.ac.uk](mailto:development@thebritishacademy.ac.uk)