



**Citizens Advice York**  
West Offices  
Station Rise  
York, YO1 6GA

### STANDING ORDER FORM

#### PLEASE DO NOT SEND THIS FORM TO YOUR BANK

To set up a regular standing order donation, please complete this form and return it to us at the address shown. Or you can use our account details to set up a standing order online.

#### Personal Details

Full name:

Address:

Post code:

Tel:

Email:

We will not share your details with any third-party organisations. Please tick if you would like to receive information about Citizens Advice York. By email  By post

I would like to make a regular gift via Standing Order of:

£

Monthly  Annually

Starting from:

#### Instruction to your bank or building society:

To: The Manager

(Name of bank or building society)

Address

Name(s) of account holder (s)

Account number

Branch sort code  -  -

To: York & District Citizens Advice Bureau, Sort code 08-92-99. Account no: 65391055

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If I have ticked the box headed 'Gift aid' I confirm that I am a UK Income or Capital Gains Tax payer. I have read this statement and want the charity named above to reclaim tax on the donation above given on the date shown. I understand that if I pay less Income Tax or Capital Gains tax in the current year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference. I understand that the charity will reclaim 25p of tax on every £1 that I have given.

**Remember: You must provide your full name, home address, postcode & tick the Gift aid box for the charity to reclaim tax back on your donation.**

Signature

Date