



**LEIGHTON PARK**  
FOUNDED 1890

# LEIGHTON PARK GIFT FORM

If you wish to make a donation to Leighton Park Trust, please complete and return this form to:  
Alumni Office, Leighton Park School, Shinfield Road, Reading, RG2 7ED

## YOUR DETAILS:

Title  Forename  Surname

Address

Postcode

Telephone  Email

I agree that Leighton Park Development Office can use the details I have provided to contact me with news, events information and ways that I can support the school. (You can unsubscribe at any time.)

I would like my gift to support:  Bursary Fund  Head's Discretionary Fund  Park Sustainability  Opportunities Fund  
 A House or Department

Other information  I am happy for my/our name(s) as a supporter to be included in printed publications or online.  
 I wish my donation to remain anonymous  
 Please send me information about remembering Leighton Park in my will

## PAYMENT OPTIONS

### OPTION 1: Single Gift of:

£20  £50  £100  Other £

I have made an electronic bank transfer to Leighton Park Trust.

Sort code: 30 67 99  
Account: 84589868

**So that we can identify your donation, please give your transfer a reference beginning with OL, and include your initial and surname.**

by Cheque (*made to Leighton Park Trust*)  
 by Credit Card *I will contact Leighton Park Alumni Office to make a donation with my credit card.*  
Telephone +44 (0)118 9879630 Email alumni@leightonpark.com

### OPTION 2: Regular Gift (see overleaf)

I wish to make a regular gift to Leighton Park Trust.  
*Bank details to complete are overleaf.*

# Thankyou.


## GIFT AID

**Boost your donation by 25p of Gift Aid for every £1 you donate**

*giftaid it*

Yes, I want to Gift Aid my donation and any donations I make in the future or have made in the past four years to Leighton Park Trust. I confirm I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all donations in that tax year, it is my responsibility to pay any difference. Gift Aid is reclaimed by the charity from the tax you pay in the current year. The address on this form is needed to identify you as a current tax payer.

Date / /

 *give with confidence*

**OPTION 2: Regular Gift**

**On behalf of students now and in the future at Leighton Park School, thank you for your support.**

Please fill in the whole form including official use box using a ball point pen and send it to:

**Alumni Office  
Leighton Park School  
Shinfield Road  
Reading  
RG2 7ED**

Name(s) of account holder(s)  
\_\_\_\_\_  
\_\_\_\_\_

Bank/building society account number  
\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_

Branch sort code  
\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_

Name and full postal address of your bank or building society  
To: The Manager Bank/building society  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Reference \_\_\_\_\_

**Instruction to your bank  
or building society to  
pay by Direct Debit**



Service user number

I/ We would like to make a regular gift of:

£20  £50  £100  Other £

Every month  Quarter  Year

Start Date  End Date

Address

Postcode

Telephone

Email

By providing us with your email address you are giving us permission to email you. You can unsubscribe at any time.

**Instruction to your bank or building society**

Please pay Leighton Park Trust Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Leighton Park trust and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date / /

Banks and building societies may not accept Direct Debit Instructions for some types of account



This guarantee should be detached and retained by the payer.

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