Steps, The White House, Greenall's Avenue, Warrington, WA4 6HL
Helpline: 01925 750271 info@steps-charity.org.uk
www.steps-charity.org.uk
Registered charity number 1094343 Company number 4379997

Instruction to your Bank or Building Society to pay by Direct Debit

Please complete and return this form to the address above

Name and full postal address of your Bank or Building Society Branch:

To the Manager of	
Address	
	Postcode

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Reference Number

Originators ID No	4	1	3	7	9	4

Please pay Steps 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 Steps 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 is not part of the Instruction to your Bank or Building Society and must be detached by Steps before submission to the paying bank

Name	
Address	
	Postcode
Telephone	
Email	

I wish to pay **Steps** the sum of £ 5 ☐ £10 ☐ Other £ _____ monthly/annual* withdrawal date_____

*= Please delete as applicable

Gift Aid makes your donation go further

Charities can now claim back the tax paid on all donations, which means that your money will go further. In each tax year you will need to pay enough income tax and/or capital gains tax to cover the amount that is claimed back from the Inland Revenue (currently 25p for each £1 donated). All you have to do is tick the box below and complete the date and **Steps** will be able to claim the tax on your donation.

☐ I am a UK taxpayer. Please reclaim the tax on all my donations to **Steps** made in the last four years and any I make in the future, until I notify you otherwise.

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Signature _____ Date _____

Please let **Steps** know if you no longer pay enough tax, if your name and address changes or if you wish to cancel this declaration at any time.

✂----------

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee

- The Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits. The efficiency and security of the Scheme is monitored and protected by your own Bank and Building Society.
- If the amounts to be paid or the payment dates change, Steps will notify you 10 days in advance of your account being debited, or as otherwise agreed. If you request Steps 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 Steps or your bank or Building Society, you are entitled to a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by contacting your Bank or Building Society. Written confirmation may be required. Please also send a letter to Steps, The White House, Greenall's Avenue, Warrington, WA4 6HL