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CENTRE

UEA University of  
East Anglia

EXHIBITION  
CIRCLE

Exhibition Circle  
Direct Debit Form

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**Please complete the form below and return to:**

Development Office, Sainsbury Centre, University of East Anglia,  
Norwich Research Park, Norwich NR4 7TJ

Please print in block capitals

Title	First name	Surname
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Home address		
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I would like to make monthly donations of **£40/80/other. Please state**

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

Development Office, University of East Anglia, Norwich NR4 7TJ

Name and full postal address of your Bank/Building Society



**To: The Manager**

Bank/Building Society
Address
Postcode
Name(s) of account holder(s)

Bank/Building Society account number

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Branch sort code

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Service user number

6	2	8	9	9	4
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Reference

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**Instruction to your Bank or Building Society**

Please pay the University of East Anglia 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 the University of East Anglia and, if so, details will be passed electronically to my Bank/ Building Society. Banks and building societies may not accept Direct Debit Instructions for some types of account.

Signature(s)	Date
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Cheque

I enclose a cheque payable to the University of East Anglia



Telephone

Please contact the Development Office on **+44 (0)1603 591350**



Online

To make a donation by credit or debit card online go to **sainsburycentre.ac.uk/donations-gifts-legacies**

**The University of East Anglia was formed by Royal Charter and is registered at Companies House under number RC000651. The University is an exempt charity regulated by the Office for Students.**

By declaring Gift Aid on your donation(s) you can boost the value of your gift by an extra 25p for every £1 at no extra cost to you. I want to Gift Aid the following donations to the Sainsbury Centre:

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- The donation above and all **future donations**, until I notify you otherwise.
- The donation above, **any I have made in the past 4 years, and all future donations** until I notify you otherwise.

By signing this declaration I confirm that 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 my donations in that tax year it is my responsibility to pay any difference. Please notify the charity if you:

- Want to cancel this declaration
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If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Signature	Date
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**Data Protection**

I am happy as part of your service to me, that you will hold my name and address on your database to write or email information about the Sainsbury Centre. My information will not be shared with third parties.

**Please return this form to:**

Development Office  
Sainsbury Centre  
University of East Anglia  
Norwich Research Park  
Norwich NR4 7TJ

Telephone: **01603 591350**

Email: **[scva@uea.ac.uk](mailto:scva@uea.ac.uk)**