



PEMBROKE COLLEGE
CAMBRIDGE



The Time and The Place

DONATION FORM

Please return this form to:
The Development Office
Pembroke College, Cambridge
CB2 1RF, UK

Pembroke College is a registered charity (no. 1137492)

TITLE, FULL NAME & RESIDENTIAL ADDRESS:

GIFT AID DECLARATION FOR UK TAX PAYERS: *Boost your donation by 25p of Gift Aid for every £1 you donate.*

Gift Aid is reclaimed by Pembroke College from the tax you pay in the current tax year. Your address (above) is needed to identify you as a current UK tax payer. To Gift Aid your donation you must tick one of the boxes below:

- ☐ I wish to Gift Aid my single donation of £: _____
- ☐ I wish to Gift Aid my donation of £: _____ and any donations I make in the future or have made in the past 4 years.

I am a UK tax payer and understand that if I pay less Income Tax and/or Capital Gains Tax in that tax year than the amount of Gift Aid claimed on all my donations then it is my responsibility to pay any difference.

Signed: _____ **Date:** _____
Please notify Pembroke College if you want to cancel this declaration, change your name or home address, or no longer pay sufficient tax on your income and/or capital gains. 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.

DONOR INSTRUCTIONS: I would like my donation to go to:

Time

- Annual Fund ☐
- Student Support: ☐ Undergraduate / ☐ Graduate
- Other _____ ☐

Place

Mill Lane ☐

If no box is ticked your donation will be treated as an unrestricted gift.

ALL DONATIONS COUNT TOWARDS The Time and The Place CAMPAIGN

I would like to:

- ☐ Give anonymously so that my name will not appear on the Donor Report.

SINGLE GIFT

I am donating a single gift to Pembroke of £ _____

- ☐ I enclose a cheque

Please make cheque payable to 'Pembroke College, Cambridge'

- ☐ I have made a bank transfer and notified the Development Office (do3@pem.cam.ac.uk)

Bank: Barclays Bank

Address: 9/11 St Andrews Street, Cambridge, CB2 3AA, UK

Account Name: Pembroke College Treasurer's Account

Account N°: 30712620 **Sort Code:** 20-17-68

Swift Code: BARC GB 22 **IBAN N°:** GB94 BARC 2017 6830 7126 20

- ☐ Please debit my credit/debit card

Card N° _____

Valid from ____ / ____ / ____ Expiry date ____ / ____ / ____

Security N° (back of card) ____ Maestros Issue N° ____

Card Type (e.g. Visa) _____

Signature _____

Date _____

REGULAR GIFT

I am donating a regular gift to Pembroke of £ _____

- ☐ quarterly ☐ monthly ☐ annually

for a period of ____ years **OR** ☐ open-ended

starting on 01 / ____ / ____ **OR** 15 / ____ / ____

Please complete Direct Debit mandate on next page

✂ _____

(Reverse of Direct Debit Guarantee)

DIRECT DEBIT MANDATE *Service User Number: 277937*

To the Manager, Bank/Building Society_____

Address_____

_____Postcode_____

Name(s) of Account Holder(s)_____

Bank/Building Society account number_____

Sort Code_____

Instruction to your bank or building society: Please pay CTT Charity Payments Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. (CTT Charity Payments process Direct Debits on behalf of Pembroke College). I understand that this instruction may remain with CTT Charity Payments 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

The Direct Debit guarantee should be detached and retained

✂-----

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, CTT Charity Payments will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request CTT Charity Payments 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 CTT Charity Payments 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 CTT Charity Payments 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.

GIFT OF SHARES☐ I would like further information about giving shares

Making a donation via shares is one of the most tax-efficient ways you can give as you won't have to pay any capital gains tax on the shares you donate and you can claim income tax relief too. Shares listed or dealt on a recognised stock exchange (UK or foreign), units in authorised unit trusts (and similar foreign collective investments) and shares in a UK open-ended investment company (OEIC) or holdings in certain foreign collective investment schemes are eligible. Donors of shares can claim the tax relief by completing the appropriate section of their self-assessment tax return and keeping a copy of the transfer form or letters relating to the donation.

LEAVING A LEGACY☐ I have already included a legacy to Pembroke College in my Will.

If you would like to indicate the approximate value of your bequest or % of estate please do so here: _____

☐ I intend to include Pembroke College in my Will.☐ I would like to receive information about leaving a legacy to Pembroke.☐ I would like to have a confidential discussion with a member of the Development Office about leaving a legacy to Pembroke.**OTHER METHODS OF GIVING A GIFT TO PEMBROKE****Online**

Give a single or regular gift online here:

www.pem.cam.ac.uk/q/242**Phone**

Please call a member of the Development Office on +44 (0)1223 339079.

Give As You Earn

In order to set up a gift via payroll giving you need to contact your HR or Charity Department. They will ask you to complete a form which requires your employer to make a deduction from either your salary or pension.

Payroll giving, also known as Give As You Earn, allows you to make a tax-free donation to Pembroke directly from your salary or pension. Payments are normally of a set amount, made monthly, but it is also possible to make one-off payments.

EMPLOYER GIFT MATCHING

Information available here: www.pem.cam.ac.uk/q/10451
Some employers match gifts from their employees to eligible registered charities. Therefore many donors to Pembroke can, at no extra cost to themselves, increase their gift to the College by taking advantage of their employer's gift matching programme.

TAX EFFICIENT GIVING FROM OUTSIDE THE UK**USA taxpayers**

Tax-efficient gifts can be made to Cambridge in America & the British Schools' and Universities' Foundation both 501(c)(3) organisations.

Dual UK-USA taxpayers

Your gift can be simultaneously eligible for tax benefits in both the USA and UK by giving through Cambridge in America (UK) Ltd, a registered charity in England.

Canadian taxpayers

In order to make your gift tax-efficient the University will issue a receipt which will need to be forwarded to the Canadian tax authorities.

European Donors

Transnational Giving Europe (TGE) is a network of national organisations allowing donors from certain countries to support Pembroke while benefitting from all of the tax advantages of making a charitable donation. Donors wishing to take advantage of the service offered by TGE make their gift to their home-country foundation which then provides the donor with a tax receipt and transfers the gift to Pembroke. Click the link below to find out the procedure to make a gift to Pembroke via TGE.

*Further information available here: www.pem.cam.ac.uk/q/243
Contact the Development Office by email or by calling +44 (0)1223 339778 if you have any questions.*

CONTACT US

Address: Development Office, Pembroke College, Cambridge, CB2 1RF, UK

Telephone: +44 (0)1223 339079

Website: www.pem.cam.ac.uk/alumdev

Email: dev@pem.cam.ac.uk