



# Launchpad

Opening Doors  
Changing Lives

**Launchpad Reading** T 0118 929 1146  
The Stables fundraising@launchpadreading.org.uk  
1A Merchants Place launchpadreading.org.uk  
Reading RG1 1DT

## Launchpad Reading Standing Order Mandate

Please complete this page and send to your bank or building society.

If you set up your standing order using internet or telephone banking, you do not need to complete this page, however you do need to complete the section over the page to return to Launchpad Reading.

**To:** Bank .....  
(your bank)

Address .....

..... Postcode .....

**From:** Name .....  
(your details)

Address .....

..... Postcode .....

Account No .....

Sort Code .....

**Date of first payment:** .....

**And thereafter every:** ..... week(s)/month

**Until:** ..... (date)\*

Or

**Until cancelled by me in writing\***

*\* Delete as necessary*

**Please credit:**

Account Name: Launchpad Reading

Account No: 50751111

Sort Code: 20-71-03

Amount: ..... £.....  
(in words) (in figures)

Signed: ..... Date.....

## Launchpad Reading Standing Order Donation

Please complete the form below to ensure we can confirm receipt of your donation. By also completing the Gift Aid Declaration, you'll enable us to claim the tax back on your donation, giving us an extra 25p for every £1 you donate.

Please send the completed form to: Fundraising, Launchpad Reading, The Stables, 1A Merchants Place, Reading, RG1 1DT

Your Name .....	
Your Address .....	
.....	Postcode .....
Email Address .....	
Amount: .....	£.....
(in words)	(in figures)
Date of first payment: .....	
And thereafter every: ..... week(s)/month	
Until: ..... (date) or ongoing*	
* Delete as necessary	

### Gift Aid Declaration - In order to Gift Aid your donation you must tick the box below:

I'd like to Gift Aid this donation and any donations I make in the future or have made in the past 4 years to Launchpad Reading.

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.

**Signed**.....**Date**.....

#### Please notify us if you:

- want to cancel this declaration
- change your name or home address
- 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.

### Please return this form so we can confirm your kind donation is received. Thank you for supporting Launchpad Reading.

We'd love to know how you heard about us and what inspired you to set up a Standing Order

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