

## The Rotary Foundation of the UK (RFUK) – CONTRIBUTION FORM

### Section 1: Please indicate if you are making this donation as/a

- |                          |                                 |  |
|--------------------------|---------------------------------|--|
| <input type="checkbox"/> | Individual                      | please complete sections 2a, 3a, 3b, 4 (if applicable) and 6 |
| <input type="checkbox"/> | Rotary Club/Club Trust          | please complete sections 2b, 3, 5 (if applicable) and 6      |
| <input type="checkbox"/> | Rotary District                 | please complete sections 2b, 3, 5 (if applicable) and 6      |
| <input type="checkbox"/> | Any other (business/trust etc.) | Please complete sections 2c, 3 and 6                         |

Please tick this box to confirm that you have read & accept the privacy statement for RFUK as shown overleaf\*

### Section 2: Donor Details

#### Section 2a: Individual Donation

|   |  |          |  |               |           |  |  |
|---|--|----------|--|---------------|-----------|--|--|
| First Name(s)   |  |          |  | Last name     |           |  |  |
| Home address  |  |          |  |               |           |  |  |
|   |  |          |  |               | Post Code |  |  |
| Daytime Phone number  |  |          |  | Email         |           |  |  |
| For Members only please complete (non-members please leave blank) |  |          |  |               |           |  |  |
| Club name   |  |          |  |               |           |  |  |
| Club ID   |  | District |  | Membership ID |           |  |  |

#### Section 2b: Donation by Club/Club Trust/District

|  |  |          |  |       |               |  |
|--|--|----------|--|-------|---------------|--|
| Club name                                    |  |          |  |       |               |  |
| Club ID                                      |  | District |  |       |               |  |
| Name of person completing the form           |  |          |  |       |               |  |
| Position in Rotary Club/Club Trust/District: |  |          |  |       | Membership ID |  |
| Daytime Phone number                         |  |          |  | Email |               |  |

#### Section 2c: Other ☐ Business ☐ Rotaract ☐ Inner Wheel ☐ School ☐ Details below

|  |  |  |  |       |  |  |
|--|--|--|--|-------|--|--|
| Name of person completing the form                           |  |  |  |       |  |  |
| Position within "Other"                                      |  |  |  |       |  |  |
| Please specify "Other"<br>(i.e. business name, School, etc.) |  |  |  |       |  |  |
| Contact Phone number   |  |  |  | Email |  |  |

### Section 3: Contribution detail including allocation/purpose

#### Section 3a) Allocation/Designation/Purpose (please use additional detail field for campaign details/information)

| Funds available           | Ref | Amount | Additional detail  |
|---------------------------|-----|--------|--|
| Annual Fund               | AF  |        |  |
| Eradicating Polio Fund    | Pol |        |  |
| Areas of Focus            | AoF |        | Please select: <input type="text"/>  |
| Endowment Fund            | EF  |        |  |
| Website template          | Web |        | <b>min donation £50.00</b> allocation to Annual Fund<br><b>Club administrator to update 'renewal due' field in template!</b> |
| Humanitarian/Global Grant | GG  |        | Grant number required: <input type="text"/>  |
| Disaster Response Fund    | DRF |        |  |
| <b>Total donation</b>     |     |        | <b>Currency:</b> <input type="text"/>  |

#### Section 3b) Payment information (one option only)

- |                          |   |                                  |  |
|--------------------------|---|----------------------------------|--|
| <input type="checkbox"/> | Cheque – Payable to "Rotary Foundation of the UK" (or "RFUK") | Cheque No.:                      |  |
| <input type="checkbox"/> | Bank Transfer   | Reference required for transfer: |  |

**IMPORTANT - If no reference shown or form completed manually please use:**

**Individuals** "I" "Membership ID" / "Fund ref" (i.e. **I1234567/AF**) (non-members use Last name instead of ID);

**Clubs** "C" "Club ID" / "Fund ref" (i.e. **C12345/AF**); **District** "D" "District No" / "Fund ref" (i.e. **D1234/AF**);

**Other** "O" "first 4 letters of other name" / "Fund ref" (i.e. **OABCD/AF**).

**In all cases please email/post this form as soon as possible before or after the transfer date.**

|   |             |           |                |
|---|-------------|-----------|----------------|
| Account Name: Rotary Foundation of the United Kingdom | Bank        | Sort-Code | Account number |
| Sterling Donations (£)                                | CAF Bank    | 40-52-40  | 00018558       |
| Euro Donations (€)                                    | Ulster Bank | 98-51-70  | 02860019       |

*Bank transfer donations requiring IBAN & BIC please contact the office.*

Please be aware that RFUK has to undertake additional checks on large or unusual donations and we suggest you send this form with a request to confirm that we are indeed able to accept your donation **before** you are arranging the bank transfer (for further information please ask to see our 'Acceptance and refusal of donations policy' if required').

**Section 3c) Club/District donations – where would you like to credit the donation (1 option only)**

- ☐ Rotary Club/District
- ☐ Individual Donors Please list names, ID numbers, amount of each donation in section 5
- In order to claim Gift Aid RFUK needs to hold valid Gift Aid declaration forms for all individuals noted on the form. If forms are required these are available from our website: <http://www.rotarygbi.org/donate/>.*

**Section 4: Gift Aid Declaration** *(for Individual donation in Pound Sterling only, if we do not already hold a valid form)*

**As a UK taxpayer you can boost your donation by 25p for every £1.00 donated**

To permit RFUK to do so, please enter todays date \_\_\_\_\_ and select one of the following statements (**only**)

- ☐ I want to Gift Aid my donation (*single donation*).
- ☐ I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years (*multiple donations*).

By sending this form you confirm that you are a UK taxpayer and understand that if you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in one tax year it is your responsibility to pay any difference.

Please notify us immediately if you:

1. want to cancel this declaration

1. *want to cancel this declaration*
2. *change your name or home address*
3. *no longer pay sufficient tax on your income and/or capital gains*

*If you pay Income Tax at the higher rate 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 & Customs to adjust your tax code.*

### Section 5: Club donations credited to Individual Club members

[illegible]

*(please add additional page(s) if required or provide separate spreadsheet – Excel preferred).*

## Section 6: Completion &amp; Contact details for questions/queries

Please complete the form on your computer, save and email [RFUK@rotarygbi.org](mailto:RFUK@rotarygbi.org) or save, print and post to:

**Rotary Foundation of UK, Kinwarton Road, Alcester, B49 6PB;**

For queries please call: **+44 (0)1789 765411 – RFUK department**, or use the email shown above.

**\*Privacy Statement**

## Using Your Personal Information

Rotary Foundation of the United Kingdom (RFUK) is an associate Foundation of The Rotary Foundation (TRF) of Rotary International Evanston, USA. RFUK collects personal information about you to process your donation and, where applicable, Gift Aid. Some of your personal information is shared with The Rotary Foundation/Rotary International for the maintenance of donation records. Upon creation of an account, you will be able to view your donation records online via Rotary International services. Your information will be processed in accordance with the Rotary privacy statements. RFUK will not sell, trade or share your personal information with non-Rotary third parties nor will it send you mailings on behalf of other unrelated organisations.

Details of the full privacy statements for RFUK and Rotary International are available on the RFUK website ([www.rotarygbi.org/donate/](http://www.rotarygbi.org/donate/)) or copies can be requested from our office at: RFUK, Kinwarton Road, Alcester, B49 6PB. Telephone: 01789 765411, Email: [rfuk@rotarygbi.org](mailto:rfuk@rotarygbi.org)