

DONATION FORM UK



MERTON COLLEGE
OXFORD

My Contact Details

Name:	
Address:	
	Postcode:
Email:	
Telephone:	Matric:

Regular Gift by Direct Debit

I have a UK bank account and I wish to make a regular gift by Direct Debit of

£5 £10 £20 £50 £75 £100 Other: £

per month quarter year or

£105.33 a month as a member of the 1264 Society.

Commencing on the 1st 15th of (month) / 20

Please allow at least a month between the present date and the start date of your Direct Debit for the payment to be processed.

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



Please fill in the whole form using a ball point pen and send it to: Merton College, Merton Street, Oxford, OX1 4JD

Name and full postal address of your Bank or 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:

4	4	5	3	8	7
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Reference: (for College use only)

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Instruction to your Bank or Building Society: Please pay Merton College 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 Merton College, and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date:

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Banks and building societies may not accept Direct Debit Instructions for some types of account.

Designating my Gift

- Where the need is greatest**
- The Tutorial System
- Graduate Scholarships
- Undergraduate Support
- The Student Support Fund
- Buildings and Facilities

Acknowledging my Gift

- I would like my gift to remain anonymous.

Legacies

- I am leaving a gift to Merton in my will. Please send me further information about The Founder's Society.
- I am interested in leaving a gift to Merton in my will. Please send me further information.

Other Ways of Giving

- I am interested in making a gift of shares. Please send me further information.
- My company will match my donation. Please send me further information.

Contact Us

The Development Office,
Merton College, Merton Street
Oxford OX1 4JD

www.merton.ox.ac.uk

T: +44 (0)1865 286 312

E: development@merton.ox.ac.uk

Merton College is a registered
Charity Number: 1139022

Please turn over
Don't forget to Gift Aid
your donation!



This guarantee should be detached and retained by the payer.

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

Single Gift

- I wish to make a single gift of
- £50 £100 £250 £500 £750
- £1,264 as a member of the 1264 Society £5,000

Other: £

I enclose a cheque made payable to **Merton College**

- Please debit my Mastercard Visa
- Maestro Solo

Card number

Expiry date /

Issue number

Security code (the last 3 numbers on the back of the card)

Signature:

Date:

Gift Aid Declaration

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If you are a UK taxpayer, you can boost your donation by 25p of Gift Aid for every £1 you donate.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. In order to Gift Aid your donation please tick one of the boxes below and ensure your contact details are correct overleaf:

- I want to Gift Aid this donation to Merton College, as well as any donations I make in the future or have made in the past 4 years**
- I want to Gift Aid only this donation to Merton College**

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.

Signature:

Date:

Please notify us 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.

Privacy Notice

How we use your data

The personal data you provided on this form will be used by Merton College to process your donation in accordance with our contractual and legal obligations, and to meet our legitimate interest of alumni and supporter engagement, fundraising and stewardship. We will use your data to: record information about your giving, including any gift agreements, memberships, or correspondence relevant to your donation; communicate with you about the impact of your donation and other appeals that may be of interest to you; and record information about your willingness and capacity to support our charitable objectives.

To meet our legitimate interests above we also store and share your data internally. This may include updating your preferences regarding the external reporting of your donation, your contact details and mailing preferences. For full details of how we collect and process your personal data, see our full Privacy Notice.

Who has access to your data?

The data you provided will be shared across the University of Oxford, including its clubs and societies, in accordance with the University's policies and procedures via our shared relationship management system. You have the right to object to the processing of your personal data at any time. The University and participating colleges are both "data controllers", meaning you can contact either the University or your college if you have questions about your data.

We may also need to share it with third parties supporting the processing of your transaction. We will only do this in appropriate circumstances, for specified purposes, by secure means, using the minimum amount necessary, and with the

relevant data sharing agreements in place. We do not and will not sell your data.

How long we keep your data

We consider our relationship with our alumni, donors and supporters to be lifelong and we will retain most of your data indefinitely unless you request otherwise.

Your rights

You have the right to opt-out of direct marketing at any time. You also have the rights to request access to and correction or erasure of your data; to request transfer of your data to another party; or to object to the processing of your data or request that such processing is restricted.

The full details of our privacy information, including your rights, are set out in our Privacy Notice at <https://www.merton.ox.ac.uk/privacy-notices-and-ropas> or you can request a hard copy from our Development Operations & Data Manager. If you would like to exercise your rights, opt-out, or are dissatisfied with the way we have used your information, please contact us at development@merton.ox.ac.uk or telephone +44 (0)1865 276316. You may also contact our Data Protection Officer at james.vickers@merton.ox.ac.uk. If you remain dissatisfied, you may lodge a complaint with the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

If you no longer wish to receive these mailings from us, please tick the relevant box and return this form to the Development Office in the envelope enclosed.

- I do not wish to receive any further mailed fundraising appeals from Merton College.

Please complete this form and return to:
Freepost RTSG-YYET-UXER, The Development Office,
Merton College, Merton Street, Oxford, OX1 4JD

Give Online

You can donate online at: www.merton.ox.ac.uk/makeagift

