

To
Potential Supporter



Telephone: 01473 219771
Fax: 01473 286548
Ask for: The Manager

Dear Supporter

I enclose herewith the Standing Order form you have requested.

I thank you in advance for your very kind financial support of the work of Ipswich Citizens Advice. It is always gratifying to know that our services are appreciated and our advisers and other staff welcome the appreciation of the work they do in support of the community.

I also enclose another document, Notification of issue of a Standing Order, which I would be grateful if you could complete. This is to help our administrator to deal with the payment when it appears on our Bank Statement. If you also sign the Gift Aid section we can claim extra money from the Inland Revenue. Please return the same in the enclosed stamped addressed envelope once you have lodged the Standing Order with your Bank.

Thank you once again for your kind support.

Yours sincerely

Ian Burnett
Manager

Enc: Standing Order Instruction
Notice of Issue of a Standing Order

Standing Order Instruction

Please complete this form in BLOCK CAPITALS

Bank: _____

Branch: _____

Sort Code:

Account Number:

Account Holder's Name: _____

Date: ___ / ___ / 20___

Contact Telephone Number: _____

Beneficiary Reference: _____

Beneficiary Sort Code:

Beneficiary Account Number:

Name of Beneficiary: Ipswich & District Citizens Advice Bureau.

Amount (*): £ _____ Date of first payment: ___ / ___ / 20___

Amount of subsequent payments (if different from first payment): £ _____

Date of final payment: Until Further Notice

Frequency of payments: ****Weekly/Monthly / Yearly**

Special Instructions:

Signature: _____ Date: ___ / ___ / 20___

Note:

*The first payment amount is the standing amount from today unless a different amount is entered below.

** please delete as appropriate

Please Take/send this completed form to your Bank

Ipswich and District CAB.

Notification of Issue of a Standing Order

Please complete and return this form to the bureau so that our Admin Manager can correctly allocate the funds when they appear on the bank Statement.

NAME:

ADDRESS:

Telephone Number:

Standing Order Lodged with Bank on: ____/_____/ 20__

If you are a taxpayer and you would like to help us more, then by filling in your details and signing below we can claim tax back. You must pay an amount of Income Tax equal to the tax we reclaim on your donation (currently 28p for every £1 you give).

Please treat my donation as a GIFT AID donation:
Signed:

To give you some idea how effective your money will be:

It costs us about £5 to deal with an average enquiry, and last year we dealt with 46,000 enquiries (2005/6)

It costs us about £10 per advice hour to run the service, and last year we provided over 15,000 hours of advice. (2005/6)

Please return this form to the Bureau At 19 Tower Street, Ipswich. IP1 3BE

