

# THE OPEN UNIVERSITY

## GIFT FORM



Name: \_\_\_\_\_

PI (if known): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

### 1. Single gift

I wish to make a donation of

£25  £50  £100  £250  £ \_\_\_\_\_

I enclose a cheque payable to The Open University Donations Account

I wish to make a donation by credit or debit card:

AMEX  CAF  Maestro  Mastercard  Visa

Name on card: \_\_\_\_\_

Card number

Expiry date

### 2. Regular gift

I wish to make a regular donation of

£5  £10  £20  Other £ \_\_\_\_\_

For Open University official use only. This is not part of the instruction to your Bank or Building Society.

To start on the  3rd  17th of   (month)   (year)

Every month  Every year

#### THE OPEN UNIVERSITY Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the form using a ball point pen and return it to:

The Development Office, The Open University  
Walton Hall, Milton Keynes, MK7 6AA

Name and full postal address of your bank and building society

To: The Manager

\_\_\_\_\_ Bank/Building Society

Address

\_\_\_\_\_ Postcode

Name(s) of Account Holder(s)

\_\_\_\_\_

Banks and Building Societies may not accept Direct Debit instructions for some types of account.

Service user number

6  7  9  2  7  9



Bank/Building Society Account number

Branch Sort Code

Reference

#### Instruction to your Bank or Building Society

Please pay The Open University 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 The Open University and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)

\_\_\_\_\_ Date

### 3. Gift Aid

*giftaid it* Boost your donation by 25p of Gift Aid for every £1 you donate.

I want to Gift aid this donation and any other donations I make in the future or have made in the past 4 years to The Open University. 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 donations in that tax year it is my responsibility to pay any difference.

Signature

Date

Please notify The Open University if you want to cancel this declaration, change your name or home address and/or no longer pay sufficient tax on your income and/or capital gains.

The Open University is incorporated by Royal Charter (RC 000391), an exempt charity in England & Wales, and a charity registered in Scotland (SC 038302). The Open University is authorised and regulated by the Financial Conduct Authority. Our privacy policy at <http://giving.open.ac.uk/donor-care> sets out how the Development Office obtains, manages, uses and protects your data.

### 4. Future communication

Tick here if you would prefer not to hear from the OU about fundraising in the future.

### 5. Legacy

Tick here if you would like to receive information about including The Open University in your Will.

Tick here if you have already remembered The Open University in your Will.

### 6. Other Gifts

Tick here if you would like to discuss making a gift of shares, property or land, or other gifts to The Open University.

### 7. Please return this form to:

The Development Office  
The Open University  
Walton Hall  
Milton Keynes  
MK7 6AA

### Thank you for your donation

To keep in touch with you, details are held in accordance with the General Data Protection Regulation 2018 and will be treated confidentially for the benefit of the OU and its members. Information regarding The University's Alumni and Supporter Data Protection Policy can be found at [giving.open.ac.uk/privacy](http://giving.open.ac.uk/privacy). If you have any queries regarding your personal data please email [Data-Protection@open.ac.uk](mailto:Data-Protection@open.ac.uk). You can manage your communication preferences by visiting [alumni.open.ac.uk](http://alumni.open.ac.uk), calling the Fundraising Team on 01908 655044 or email [giving@open.ac.uk](mailto:giving@open.ac.uk).

#### The Direct Debit Guarantee (This Guarantee should be detached and retained by the payer)

- 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 The Open University will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The Open University 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 The Open University 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 The Open University asks you to.
- You can cancel a Direct Debit at any time simply by contacting your bank or building society. Written confirmation may also be required. Please also notify us.

