Erskine Stewart Melville COMMUNITY

Giving Form

PERSONAL DETAILS:

Name: _____ Telephone Number: _____

Address: _____

_____ Postcode: _____

Email Address: _____

FUND CHOICE:

I wish my donation to benefit: ☐ The Bursary Fund ☐ The Pupils' Fund ☐ Area of greatest philanthropic need ☐ The Hardship Fund

If none of the boxes are ticked, your donation will be directed towards the fund with the greatest priority at the time your gift is received.
If all four boxes are ticked, your donation will be split equally between the four funds.

SINGLE GIFTS

I wish to make a single donation of £ _____. I enclose a cheque made payable to Access to Excellence.

REGULAR GIFT - DIRECT DEBIT

I wish to make a monthly ☐ quarterly ☐ annual ☐ donation of: £10 ☐ £25 ☐ £50 ☐ £100 ☐ Other ☐

Commencing on 0 1 / / Please state amount £ _____

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT:

ESMS Erskine Stewart's Melville Governing Council

Please fill in the whole form and send it to: DEVELOPMENT OFFICE, ESMS, 3 Queensferry Road, Edinburgh, EH4 3EZ

Name and full postal address of your bank or building society manager

To: The Manager Bank/Building Society

Address

Postcode

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

DIRECT Debit

Service user number

1 7 1 6 3 8

Reference number

Instruction to your bank or building society

Please pay *Erskine Stewart's Melville Governing Council* Direct Debits from the account detailed in this Instruction subject to the safegaurds assured by the Direct Debit Guarantee. I understand that this Instruction may remain with *Erskine Stewart's Melville Governing Council* and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

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

DIRECT Debit 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 *Erskine Stewart's Melville Governing Council* will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request *Erskine Stewart's Melville Governing Council* to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

This guarantee should be detached and retained by the payer.

- If an error is made in the payment of your Direct Debit, by *Erskine Stewart's Melville Governing Council* 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 *Erskine Stewart's Melville Governing Council* 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 notify us.

Erskine Stewart Melville COMMUNITY

Giving Form

Please return the Giving Form in the envelope provided to:

DEVELOPMENT OFFICE, ESMS, 3 Queensferry Road, Edinburgh, EH4 3EZ

Please notify us at the above address if you wish to cancel your Gift Aid declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains to qualify for Gift Aid.

You can also make single or regular gifts online at https://support.erskinestewartmelville.com

ESMS are independent schools operating under the aegis of the Merchant Company Education Board, Reg. Charity No. SC 009747, whose offices are at 22 Hanover Street, EH2 2EP.

GIFT AID DECLARATION:

☐ I would like the Erskine Stewart's Melville Schools to treat this and all future donations as Gift Aid donations for tax purposes, until I notify otherwise.

Signature: _____ Date: _____

I am a UK taxpayer and understand that if I pay less Income Tax 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. I understand that the charity will reclaim 25p of tax on every £1 that I give.

RECOGNISING YOUR GIFT

☐ I wish my gift to remain anonymous

☐ I am happy to be named in the annual ESM Community Impact Report

LEAVING A GIFT IN YOUR WILL

The Schools are indebted to many benefactors throughout our shared history, who have chosen to generously support by leaving a gift in their will.

By choosing to leave a legacy, you will be supporting our work to ensure that we can continue transforming children's lives and enabling them to fulfil their true potential. If, after you have made provision for your loved ones, you are in a position to leave a gift in your will, this would help to provide life-changing opportunities for future generations of children coming to the Schools and any amount you give will be greatly appreciated.

☐ I have left a legacy to Erskine Stewart Melville

☐ I have left a legacy to the Melville College Trust

☐ I would like more information about leaving a legacy

KEEPING IN TOUCH

We may be in touch with information about ways to support Erskine Stewart Melville Schools', as well as details of events, activities and news about the Schools. We are committed to protecting the privacy and security of your personal information.

If you would like to change how you hear from us, please get in touch using the contact details below.

For more information on our Privacy Notice, please visit - https://www.erskinestewartmelville.com/privacy-policy/

Thank you so much for your kind support.

For more information about making your gift, please contact us:

Phone: 0131 3111 131
Email: development@esms.org.uk
Website: https://support.erskinestewartmelville.com

Please return this form to:
Development Office
ESMS
Queensferry Road
Edinburgh EH4 3EZ