

# Direct Debit Form

## The Reader Friends

The Reader - Charity Number 1126806 (Scotland SCO43054)

The  
Reader



### For The Reader OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

Title:	First name:	Surname:
Address:		
		Postcode:

I would like to become a Reader Friend (Individual). Monthly Direct Debit: £4.00

I would like to become a Reader Friend (Family). Monthly Direct Debit: £6.00

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

Please fill in all the sections EXCEPT the 'Reference' box and send to:

**The Reader, FREEPOST RSSL-UHCB-EKKE, Calderstones  
Coach House, Calderstones Park, Liverpool L18 3JB**



#### Name(s) of account holder(s):

#### Service user number:

2 7 1 0 6 6

#### Branch sort code:

#### Bank/building society account number:

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

To: The manager	bank / building society
Address:	
<input type="text"/>	
<input type="text"/>	
Postcode:	

#### Reference:

#### Instruction to your bank or building society

Please pay The Reader Organisation 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 Reader Organisation and, if so, details will be passed electronically to my bank/building society.

#### Signature(s):

#### Date:

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Banks and building Societies may not accept Direct Debit Instructions from some types of account

### Add Gift Aid

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.

### Boost your donation by 25p of Gift Aid for every £1 you donate

I want to Gift Aid my Friends membership and any donation I make in the future or have made in the past 4 years to The Reader

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.

DDIFRIEND/181026

*giftaid it*

Please notify The Reader if you:

- want to cancel this declaration
- change your name or address
- no longer pay sufficient tax on your income and/or capital gains

[accounts@thereader.org.uk](mailto:accounts@thereader.org.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 Reader Organisation will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Reader Organisation 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, but The Reader Organisation or you 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 Reader Organisation 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.



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## What we do with your data

### Direct Debit

The Reader will use this data to process and keep a record of your Direct Debit payment ('contract'). Your encrypted data will be shared electronically via Bacstel-IP with Bacs, who will notify your bank. Bacs will notify us if there is an issue with your payment. The Reader will hold your data for 6 years following the termination of your Direct Debit payments.

We will not share your details with any other third parties. If you have any queries, please contact The Reader's Data Compliance Manager using the contact details at the bottom of this page. (PC\_180523a, PC\_181026)

The data we collect is stored securely in line with GDPR and The Reader's Data Protection Policy, which is available on request. All queries should be directed to: The Data Compliance Manager, The Reader, Mansion House, Calderstones Park, Liverpool L18 3JB Tel: 0151 729 2200 Email: [data@thereader.org.uk](mailto:data@thereader.org.uk)

### Gift Aid

If you choose to add Gift Aid, The Reader will upload your details to Bacs via Charities Online ('contract'). Your home address will be used to identify you as a current UK taxpayer. The Reader will hold your data for 6 years following the termination of your donations. Full details of the Gift Aid process can be viewed at <https://www.gov.uk/claim-gift-aid/>

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