


Please do not print this page unless it is really necessary

# NewSPAL

The performing arts library in Surrey

## Ways to donate to NewSPAL

### ♥ Personal Donations ♥



**EITHER**  
click on the VMG graphic  
on our website  
[newspal.co.uk](http://newspal.co.uk).

Virgin Money Giving will then guide you through, including tick boxes to add Gift Aid (for those who can). *Please indicate that you wish to continue to receive emails from us.*

**OR**  
if you prefer to  
send us a cheque



please complete the Donation & Gift Aid Form  
on the next page of this PDF  
[newspal.co.uk/support-us.html](http://newspal.co.uk/support-us.html)  
send it to us with your cheque

### ♥ Group Donations ♥

As NewSPAL cannot secure Gift Aid on donations made on behalf of drama societies, choirs, and orchestras, please consider adding 25% to your intended donation, in lieu of Gift Aid.

#### ♥ Bank Transfer (or FasterPay Service) ♥

If your Society permits, this is probably the simplest way to donate to the Library project.

Please put your group name (*not initials*) in the reference text so that we are able to thank groups that support NewSPAL's work.

**Our bank details:** Account Name: **NewSPAL** Sort code: **09-01-29** Account No: **2461 9989**

### ♥ Cheques: please make your cheque payable to **NewSPAL** ♥

and send it to:

**Peter Steadman, NewSPAL Fundraising**  
**31 Elmer Cottages, Fetcham**  
**Leatherhead, KT22 9BU**

**Thank you**

*We regret we are not currently able to accept card payments*

*NewSPAL: New Surrey Performing Arts Library • Registered Charity No 1176729*

*My Gift Aid Declaration*

Mr/Mrs/Dr . . . . . First Name . . . . . Surname . . . . .

Address . . . . .

Town . . . . . Post code . . . . .

Email . . . . .

Tel/Mobile . . . . .

Your Group(s) . . . . .

**1. How would you like to hear from us?** We would like to keep in contact to tell you about NewSPAL's fund-raising, our overall project, and Library and performing arts news.

Please tick **By post:** Yes  / No  **Email:** Yes  / No  **Phone:** Yes  / No  **Text/SMS:** Yes  / No

**2. If you are a UK taxpayer** please tick the box below.

Doing so will mean NewSPAL can claim 25p extra for every £1 you give - at no additional cost to you.



**Yes, I am a UK taxpayer.** Please treat all donations I make to NewSPAL as Gift Aid donations until further notice. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations to charities and Community amateur sports clubs (CASCs) in a tax year, it is my responsibility to pay any difference. NewSPAL will claim 25p on every £1 donated.

**Signature:** . . . . . & **Date:** . . . . .

**3. Please return your Gift Aid form together with your donation cheque, payable to NEW SURREY PERFORMING ARTS LIBRARY, to:**

Peter Steadman, NewSPAL Fundraising  
31 Elmer Cottages, Fetcham, Leatherhead, KT22 9BU

**Gift Aid Information**

When NewSPAL receives a donation from a UK taxpayer, we are entitled to claim an amount of tax (calculated at the basic rate of income tax in that year) paid on that donation. Once you have given your permission for us to do this on your behalf (by filling in this Gift Aid form), there is no need for you to do anything else.

All that is required is that you must be a taxpayer and that you would have paid or will pay sufficient Income and/or Capital Gains Tax to cover all the Gift Aid claimed on all your donations to all charities and Community amateur sports clubs in that tax year. Please note that it is your responsibility to pay any difference.

The amount of tax we claim will be 25% of the total value of your donations in that tax year. Furthermore, if you are a higher taxpayer, you are also entitled to claim the difference between the basic rate which we will claim and the amount of tax you have actually paid. For further details on how you can do this, please contact your tax office.

If your tax situation changes and your gifts will no longer be eligible for Gift Aid please contact us and we will amend your record accordingly.

By providing us with any personal information you consent to the terms and conditions of our Data Policy available at [newspal.org.uk](http://newspal.org.uk) If you change your mind you can unsubscribe at any time by contacting: Peter Steadman, NewSPAL Fundraising, 31 Elmer Cottages, Fetcham, Leatherhead, KT22 9BU OR [treasurer@newspal.org.uk](mailto:treasurer@newspal.org.uk)

NewSPAL: New Surrey Performing Arts Library is a Charitable Incorporated Organisation registered as Charity No 1176729 in England & Wales.

Our HMRC Gift Aid reference is EW 91669.

Registered address:

41 Chesterfield Grove, London SE22 8RP