

## **Sending in the money you have raised**

Thank you for fundraising for Open Door Charity. We work to change the way mental health is seen and accessed for young people across Merseyside.

### **How to fill out this form**

If you created an online fundraising page and you raised money online only, then you do not need to complete this form. If you collected sponsorship in cash and online, or you collected in cash only, then please complete the information below. We have physical copies available at our home Bloom Building, or alternatively we can post you a copy.

### **ABOUT YOU**

First name  Surname

Date of birth (if you are under 18)

Address (If you are part of a fundraising group, please insert the group name and address)

Postcode

Email  Mobile

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### **KEEPING IN TOUCH**

**We'd like to keep you up to date on our work for our members, the difference you're making and how else you can support us.**

- I confirm that I am over 18 years of age.  Yes, keep me updated by SMS.  
 Yes, keep me updated by phone.  Yes, keep me updated by email.

Occasionally, we would like to update you by sending post. Please let us know below if you don't want this.

No thank you, please do not contact me by mail.

Taking care of your information is really important to us. We promise to keep your details safe and we will never sell or swap your information with any other organisation.

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### **ABOUT YOUR DONATION**

I raised this money by:

What was your fundraising event? Please note that raffles, collections and ticketed events are not eligible for Gift Aid

# PAY IN YOUR DONATION

## Return by post:

If you're paying via card or cheque, please complete the below information and return to us in the post to:  
OPEN DOOR CHARITY, BLOOM BUILDING, 3 ABBEY CLOSE, BIRKENHEAD, CH41 5FQ  
If you did a sponsored event, please enclose your sponsorship form(s) with your payment so that we can claim Gift Aid.

Pay by credit/debit card: I am making a sponsorship payment of £

I would like to pay using my Credit / Debit (please delete as appropriate) Card number

Expiry date  /  Today's date  /  /

Signature

## Pay by cheque:

Pay the money raised in cash into your bank account and write a cheque payable to Open Door Charity for the amount raised.

## Return by email:

### Pay by bank transfer:

If you'd like to send your funds via a bank transfer (BACs), just give your bank our bank details below:

Bank: HSBC

Account Name: Open Door Charity

Sort Code: 40-10-22

Account Number: 92471337

Amount banked £  Date banked  /  /

Your bank will give you a receipt as proof of payment. So that we can track your transfer, please email this completed form to: [fundraising@opendoorcharity.com](mailto:fundraising@opendoorcharity.com)

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## GIFT AID

You can make your donation worth a quarter more. For every £1 you donate, we can claim an extra 25p from HM Revenue and Customs if you give us permission to claim Gift Aid on your donations. This means your kind donations will be worth an extra 25% to us, enabling us to do 25% more for children without costing you a penny more!

I want to Gift Aid this donation, any donations I make in the future or have made in the past 4 years to Open Door Charity. I'm over 18, a UK taxpayer and understand that if I pay less Income Tax and/pr 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.

To Gift Aid your personal donation(s) please tick the box:

Thank you for helping us to do 25% more for young people. Please contact our Fundraising Team if you change your name, address, or no longer pay sufficient tax to qualify for Gift Aid. 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.

[www.opendoorcharity.com](http://www.opendoorcharity.com)

Phone: 0151 639 4545

Email: [fundraising@opendoorcharity.com](mailto:fundraising@opendoorcharity.com)

Open Door Charity, Bloom Building, 3 Abbey Close, Birkenhead, CH41 5FQ



Registered Charity No: 1189664