

Single Donation Form

Thank you for choosing to support Sheffield Hallam University. Please complete the details below and return to the Development team.

I would like to donate £ .

All donations will automatically go to the area of greatest need within the Hallam Fund. If you would prefer your donation to go to a specific fund please tick as appropriate.

- Supporting students

 Transformational research
 Opportunity bursaries

 The area of greatest need *(please select one only)*

1. Your Details*

Title _____ Full Name _____

Full Home Address _____

Postcode _____

E-mail _____ Phone _____

Your personal data will be used in accordance with the Data Protection Act and other applicable legislation. By returning this form you are indicating your consent to receiving communications from us. If you do not wish to receive such communications please tell us here:

Please do not contact me by: mail [] email [] telephone [] *Tick as appropriate.*

2. Gift Aid Declaration

Sheffield Hallam University is an exempt charity and by donating through the Gift Aid Scheme, we can reclaim the tax paid on your donation adding 25p to every £1.

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In order to Gift Aid your donation you must tick the box below:

- I want to Gift Aid this donation and any donations I make in the future or have made in the past 4 years to **Sheffield Hallam 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 My donations in that tax year it is my responsibility to pay any difference

Date _____

Your address is needed to identify you as a current UK taxpayer for Gift Aid.

3. Payment Information

- I enclose a cheque made payable to "Sheffield Hallam University"

You can also donate by card online or over the phone. Call our Development & Alumni Office on 0114 225 4454 or visit www.shu.ac.uk/giving to find out more.

Please return this form to: Development & Alumni Relations, Oneleven Building, Directorate of Corporate Affairs, Sheffield Hallam University, City Campus, Howard Street, Sheffield, S1 1WB.

Email: shu-giving@shu.ac.uk Tel: 0114 225 4454

* Please notify Sheffield Hallam University if you want to cancel this declaration, or your details change. 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.