

# Sponsorship Form



## HOW TO RETURN YOUR SPONSORSHIP MONEY

Whether you choose to send your sponsorship to us online, by post or over the phone, it's quick and easy, and we'll put it straight to work sending bikes and improving lives.

- Online via [justgiving.com/re-cycle](http://justgiving.com/re-cycle)
- By phone on **01206 617 865**
- By post with a cheque made payable to

**'Re-Cycle'** to: **Unit 8 The Grove Estate, Colchester Road, Wormingford, Colchester, Essex CO6 3AJ**

## IMPORTANT THINGS TO REMEMBER FOR GIFT AID

Remind your sponsors that Gift Aid means UK taxpayers can add an extra 25% to their sponsorship at no extra cost to them.

Make sure your sponsors write their full name, home address and postcode on the form so we can claim Gift Aid.

The form must be completed in their own handwriting

## FUNDRAISER'S DETAILS

<b>Title</b>	<b>First Name</b>
<b>Surname</b>	
<b>Address</b>	
<b>Postcode</b>	

<b>Name of Event</b>
<b>Date of Event</b>
<b>Email</b>
<b>Phone Number</b>

### Information for donors

- Please ensure you fill out each section in full
- Please ensure the details of each donation are recorded accurately in your own handwriting – forms in the same handwriting or printed are not valid for Gift Aid purposes
- Please ensure you tick the Gift Aid box next to your amount if eligible.
- In order for us to claim Gift Aid, we need you to fill every box below (we cannot claim Gift Aid on business addresses or on multiple donors e.g. Mr & Mrs Smith).

### Gift Aid- Very Important

Boost your donation by 25p for every £1 you donate.

I want to Gift Aid my donation and any future donations or have in the last 4 year, until I notify you otherwise. 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 of my donations in that year, it is my responsibility to pay any difference.

*giftaid it*

Tick here for Gift Aid!

Title	First name	Last name	Full home address	Postcode	Amount	Gift Aid it!	Date paid
Mrs	Sample	Name	12, Sample Terrace, London	ABC1 2CD	£20.00	<input checked="" type="checkbox"/>	DD/MM/YY
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<b>Total</b>					<b>£</b>		

Run out of room? Download additional forms at [re-cycle.org/fundraising-tools](http://re-cycle.org/fundraising-tools)  
 Your details are safe with us. We will never share them with anyone else.  
 You can check out our Privacy Policy at [www.re-cycle.org](http://www.re-cycle.org)

