



THE  
PORTSMOUTH  
GRAMMAR  
SCHOOL

# THE WILLIAM SMITH FUND DONATION FORM

Registered charity number 1063732

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

## I would like my donation to be allocated to:

Academic  Area of Greatest Need  Bursaries  Co-Curricular

## I would like to make a single gift by credit or debit card:

£10  £20  £50  £100  Other  £ \_\_\_\_\_

Card number \_\_\_\_\_ Start date (if shown) \_\_\_\_\_

Expiry date \_\_\_\_\_ Security code \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## I would like to make a regular gift by direct debit:

£10  £20  £50  £100  Other  £ \_\_\_\_\_ Monthly  Quarterly  Annually

Name(s) of account holder (s) \_\_\_\_\_

Account Number \_\_\_\_\_ Sort Code \_\_\_\_\_

Bank / building society name \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Please pay The Portsmouth Grammar School Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Portsmouth Grammar School and, if so, will be passed electronically to my bank/building society.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## The Direct Debit Guarantee



- 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 Portsmouth Grammar School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Portsmouth Grammar School 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 by The Portsmouth Grammar School or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- If you receive a refund you are not entitled to, you must pay it back when The Portsmouth Grammar School asks you to.
- You can cancel a Direct Debit at any time simply by contacting your Bank or Building Society. Written confirmation may be required. Please also notify The Portsmouth Grammar School.

We will never give away your personal information. Any details you provide are managed in accordance with the school's data protection policy which can be found on the school's website ([www.pgs.org.uk/about-us/policies](http://www.pgs.org.uk/about-us/policies)). You can change your communication preferences at any time by emailing [development@pgs.org.uk](mailto:development@pgs.org.uk).

**Please return the completed form to: Development Office, Freepost RTJH-ZYKG-ZTSY, The Portsmouth Grammar School, High Street, Portsmouth, PO1 2LN**