

FAMILY BOOK FUND GIFT FORM

I would like my gift to be used to fund resources in the area(s) of:

- | | | |
|---|--|--|
| <input type="checkbox"/> At the discretion of Library staff | <input type="checkbox"/> Economics & Finance | <input type="checkbox"/> Mathematics & Statistics |
| <input type="checkbox"/> Art History | <input type="checkbox"/> English | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Geography & Geosciences | <input type="checkbox"/> Modern Languages |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> History | <input type="checkbox"/> Philosophical, Anthropological & Film Studies |
| <input type="checkbox"/> Classics | <input type="checkbox"/> International Relations | <input type="checkbox"/> Physics & Astronomy |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Management | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Divinity | | |
- Please tick if you **do not** wish your gift to be publicly acknowledged
- Please send me a receipt for tax purposes
- I would like information about including the University of St Andrews in my Will

YOUR INFORMATION

Full name
Address
..... Postcode
Telephone Email

GIFT AID DECLARATION (UK taxpayers only)

I am a UK taxpayer and want the University of St Andrews to treat all donations I make from the date of this declaration until I notify you otherwise as Gift Aid donations.	
Signature	Date
You must be paying an amount of Income Tax and/or Capital Gains Tax at least equal to the amount that the University will reclaim on your donation(s) in the relevant tax year (6 April one year to 5 April the next). Please note – in order for us to claim Gift Aid you must complete the section above with your full name and home address.	

YOUR GIFT

I wish to give by:

- Cheque – I have enclosed a cheque payable to 'University of St Andrews' for £

- Standing Order

I would like to give £ per month / quarter / year (delete as appropriate) starting on DD / MM / YYYY for a period of years / until further notice.
(Please allow four weeks from return of form to the start date of your standing order)

Bank Name

Bank Address

Postcode Bank Sort Code - -

Account Name Account Number

Signature Date

Please pay to The Royal Bank of Scotland, 113 South Street, St Andrews (83-26-28), for the credit of the University of St Andrews Appeal Fund, Account Number 00279309, the above sum, according to the terms laid out above.

(Please do **not** send this form to your bank - we will forward it to them after recording and acknowledging your gift.)

Data Protection Act 1998: All data is securely held in the University of St Andrews Development Office and is treated confidentially and with sensitivity for the benefit of the University and its constituent parts. Data is available to the University of St Andrews American Foundation, academic schools, administrative units, recognised alumni clubs and student groups and to agents contracted by the University for particular alumni and fundraising related activities. Data is used for a range of alumni and University activities, including sending of publications, the promotion of alumni and University benefits, services and events and fundraising appeals and programmes. Under the terms of the 1998 Data Protection Act you have the right to object to the use for any of the above purposes.



Family Book Fund

“An investment in knowledge always pays the best interest”

Benjamin Franklin

The University of St Andrews Family Book Fund provides a way for friends of the University to help current students by donating funds for the Library to invest in much needed resources. Since the fund was established in the early 1990s, over 2,500 families, friends and alumni have generously donated over £350,000 to the University Library for the purchase of books, periodicals, electronic materials and subscriptions to online journals. The support provided by the Family Book Fund is of great importance in ensuring that the services offered to students in St Andrews continue to be at the forefront of Library provision in the UK.

If you donate to the Family Book Fund, you can specify which subject area you would like your gift to support, or you can leave it to the discretion of the Library staff. This form allows you to make a gift by cheque or standing order. If you would like to make a gift by credit card or Direct Debit you can do so by visiting www.st-andrews.ac.uk/develop/donate

US taxpayers can make tax effective donations via the University of St Andrews American Foundation Inc. Gift forms can be requested from the Development Office (see contact details below) or downloaded from our website.

Canadian taxpayers can make tax effective donations directly to the University. An official receipt, acceptable to the Canada Revenue Agency, will be issued by the Development Office.

When you have completed the form, please return it to:

Development
University of St Andrews
91 North Street
St Andrews
Fife KY16 9AJ
Scotland

If you have any queries regarding this form or about making a gift please contact us:

Tel: +44 (0)1334 461900 Fax: +44 (0)1334 462590 Email: donate@st-andrews.ac.uk

www.st-andrews.ac.uk/develop/donate

NOTES TO GIFT AID DECLARATION

If you are a UK taxpayer, you can maximise your gift by completing the Gift Aid Declaration overleaf. This enables the University to reclaim 28p for every £1 you donate (25p from the tax reclaimed and 3p from the transitional relief provided by the Government following the fall in basic tax rate from 22% to 20%). Please note that:

1. You may cancel this declaration at any time by notifying the Development Office.
2. If you change your name or address while the declaration is still in force please notify the Development Office.
3. You must pay an amount of income and/or capital gains tax at least equal to the amount that the University reclaims on your donations in the tax year (currently 25p for every £1 you give). The tax year is from 6 April one year to 5 April the next.
4. If your circumstances change and you no longer pay tax equal to the tax that the University reclaims, you must cancel your declaration.
5. If you are a higher rate taxpayer, you can claim additional tax relief in your self-assessment tax return.
6. If you are unsure whether your donations qualify for Gift Aid, please contact the Development Office, or you can ask your local tax office for advice.

Please consider a Gift Aid donation wherever possible.