

Making a Donation

I (name).....

Of (address).....

.....

Postcode.....

Would like to donate

£..... by

Cash (if under £25)

Cheque to

Surrey and Borders Partnership NHS Foundation Trust Charitable Fund. I understand that this donation will be allocated to the general fund unless I indicate otherwise.

specific fund (please specify which one):
.....

Donor's signature

Date

Declaration (Taxpayers only)

Please treat the above donation as a Gift Aid donation and arrange for the charity to reclaim the tax. I confirm that my taxable payments are equal or greater than the tax deducted from my donation.

Donor's signature

Date

Receipt

Please ensure two Surrey and Borders staff countersign below:

Name

Role.....

Signature.....

Name

Role.....

Signature.....

Message for Staff Receiving Donations

Please give a copy of this page to the donor as a receipt and send cheque to

Finance and Charitable Fund Accountant
Finance Department

Surrey and Borders Partnership NHS
Foundation Trust

18 Mole Business Park

Leatherhead, Surrey, KT22 7AD

Cash donations should be sent to finance by secure envelope.

For any queries about charitable donations, please visit www.sabp.nhs.uk/donations or contact Finance and Charitable Fund Accountants on 01372 216 016 / 01372 216 018.

Our reference: SB00434 July 2019