



# Donation Form

Here's how you can become a bigger part of the story... You can support the work of the Book Festival, by becoming a Patron, at a level that suits you:

**Duodecimo** – up to £119 per year - **Octavo** – from £120 per year – **Quarto** – from £480 - **Folio** – from £960

## Your Details

Name

Address

Postcode

Email

Telephone

Mobile

Please acknowledge my donation as (up to 30 characters including spaces):

I would prefer my name not to be published on any list of donors

Please send me information about leaving a legacy to the Book Festival

## Gift Aid

**For every pound you give us, we can receive an extra 25p from HMRC at no extra cost. If you are a UK tax payer, simply sign the 'Gift Aid' declaration below.**

*giftaid it*

"I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to the Edinburgh International Book Festival 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 my donations in that tax year it is my responsibility to pay any difference. I understand that other taxes such as VAT and Council Tax do not qualify."

Signature

Date

## Regular Gift

**I would like to make a regular gift of £\_\_\_\_\_ per month/quarter/year\* for a period of \_\_\_\_\_ years.**

I have completed the Direct Debit form overleaf

\* Delete as appropriate.

## Single Gift

**I would like to make a gift of £**

I enclose a cheque/CAF voucher made payable to Edinburgh International Book Festival Ltd

Please debit my VISA / Mastercard / Debit card (delete as appropriate)

Security code

Expiry Date

Start Date

Issue No.

# Instruction to your Bank or Building Society to pay by Direct Debit



Please fill in the whole form using black or blue ink and send it to:

**Edinburgh International Book Festival  
Development Department  
5A Charlotte Square  
Edinburgh  
EH2 4DR**

Name(s) of Account Holder(s)


Bank/Building Society Number

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Branch Sort Code

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Name and Full Postal Address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference (to be completed by Edinburgh International Book Festival)

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Service User Number

2	8	9	9	8	5
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I would like to support the Edinburgh International Book Festival with a regular gift of:

£  per (month/quarter/year)\* for a period of  years.

I would like my Direct Debit to be taken on (please tick your preferred option):

1<sup>st</sup> of each month

15<sup>th</sup> of each month

Instruction to your Bank or Building Society

Please pay the Edinburgh International Book Fest Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Edinburgh International Book Festival Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account  
This guarantee should be detached and retained by the Payer

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

The Edinburgh International Book Festival Ltd is a Scottish charity (SC010120) and a limited company (registered in Scotland no 79939) and has its registered office at 5A Charlotte Square, Edinburgh, EH2 4DR.