

# Instruction to your Bank to pay Standing Order

(Please use capital letters)

To: The Manager,  
Bank: \_\_\_\_\_  
Branch: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please write the full postal address of your bank in the space provided.

## Customer Details

Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Sort Code: - - -

## AUTHORISATION FOR NEW STANDING ORDER FROM THE ABOVE ACCOUNT

Beneficiary Account Name: **Spiritan Zambia Orphan Fund** (charity status ref. Chy 17485)

Bank Sort Code:

9	0
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 - 

3	5
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 - 

0	9
---	---

Bank Account Number:

9	5	0	5	5	8	9	8
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Reference (name of sender): \_\_\_\_\_

Start date: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Amount in words: € \_\_\_\_\_

Customer signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please tick (✓) as appropriate

€250/year

€21/month

Other amount

€\_\_\_\_\_ per year

per month

per week



### This section for retention by donor

Please complete standing order form and hand in to your bank or return to Teresa Kelly at address below

Thank you for your generosity. Please contact Spiritan Zambia Orphan Fund, c/o Teresa Kelly, 2, Philpotstown, Balreask, Navan, Co. Meath (046 9029092) for an official receipt in respect of donations made or for blank chy 3 or chy4 forms (Spiritan Zambia Orphan Fund - Sponsor a Child's Education programme costs €250/year or €21/month). Lesser donations are very welcome.

### Important Information Regarding Tax Benefits which apply to Donations to Eligible Charities

1. Self employed taxpayers can claim tax refunds on donations to eligible charities. This reduces the cost to the donor. Relief may be claimed on their Self Assessment Income Tax Return Form

2. Eligible Charities can claim tax refunds in the case of PAYE tax payers. This increases the benefit to the charity.

In order to enable the charity to claim the refund, the donor first needs to complete a chy3 or chy4 certificate (available on [www.revenue.ie](http://www.revenue.ie) or in the Documentation section of our website, [www.ovozeambia.com](http://www.ovozeambia.com)) to certify the donation and post it to the approved charity.

Tax relief in respect of donations made on or after 1 January 2013 by individuals (whether self-assessed or PAYE-only taxpayers) to an eligible charity is allowed to the charity rather than to the donor. A donation equal to or in excess of €250 is grossed up at the specified rate (currently 31%) and the approved body is deemed for the purposes of the relief to have received the grossed up amount net of tax deducted at the specified rate.

The Eligible Charity claims tax at 31%. For example, Joan makes a cash donation of €1,000 to an approved body in the tax year 2013. Under the tax relief scheme the body is deemed to have received a donation of €1,449.27 (i.e. €1,000 grossed up at 31%) less tax deducted of €449.27. On the assumption that Joan has paid income tax for 2013 of at least €449.27, the approved body can obtain a refund of that amount from Revenue after the end of the tax year 2013.