



Registered Charity No: SC014118  
Office: Penicuik Farms Office, Penicuik, Midlothian, EH26 9LA  
Website: [www.penicuikhouse.com](http://www.penicuikhouse.com)

## Direct Debit Form – for regular monthly or annual donations

### 1. Personal Details

Mr/Mrs/Miss/Ms/Other .....

First Name .....

Last Name .....

Address .....

Postcode .....

Telephone Number .....

Email .....

### 2. Payment Details

I would like to support Penicuik House Preservation Trust with a direct debit of £..... monthly/  
quarterly/ annually, starting on ☐ 1<sup>st</sup> / ☐ 15<sup>th</sup> from ..... (month) ..... (year).

Please fill in the attached direct debit form below and return it to:

Penicuik House Preservation Trust  
Penicuik Farms Office  
Penicuik  
Midlothian  
EH26 9LA

### 3. Gift Aid declaration

Gift Aid makes your gift go further at no extra cost to you. If you are a UK taxpayer, the value of your donation to Penicuik House Preservation Trust can increase by 25% under the Gift Aid scheme. Thank you for your support.

☐ I want all donations I've made to Penicuik House Preservation Trust four years previous to the declaration date and all donations in the future to be Gift Aided until I notify you otherwise.

To qualify for Gift Aid, what you pay in income tax and/or capital gains tax (not VAT or council tax for example) must at least equal the amount that charities and CASCs will claim in the tax year.

Signature .....

Date .....

# Penicuik House Preservation Trust

Penicuik Farms Office

Penicuik

Midlothian

EH26 9LA



## Instruction to your bank or building society to pay by Direct Debit

Name of account holder

Bank/Building Society account number

Branch sort code

Name and full postal address of your  
Bank/Building Society

Service User Number

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Reference

### Instruction to your Bank or Building Society

Please pay Penicuik House Preservation Trust 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 Penicuik House Preservation Trust and, if so, details will be passed electronically to my bank/building society.

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

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## 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 Penicuik House Preservation Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Penicuik House Preservation Trust 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 Penicuik House Preservation Trust 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 Penicuik House Preservation Trust 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 Penicuik House Preservation Trust.