

Membership form

THE FRIENDS OF THOMAS PLUME'S LIBRARY

Registered Charity 1098311

If you would like to help us to preserve and enhance Thomas Plume's Library, you can become a Friend for only £5 a year – though of course we welcome additional donations.

Please fill in the sections below and send the whole form to the Temporary Membership Secretary: **Sue Edward, 7 Highfields Mead, East Hanningfield, Chelmsford, CM3 8XA** together with your cheque, if appropriate, made payable to **The Friends of Thomas Plume's Library**.

- * I enclose my/our subscription of £..... (£5 per person due 1 April each year).
- *I enclose an additional donation of £.....

- **Or*** I wish to contribute by Standing Order and have instructed my bank to make an annual payment of £.....
**Please delete as appropriate.*

Bank account details: Account Name: The Friends of Thomas Plume's Library
Lloyds Bank, 68 High Street, Maldon CM9 5YH.
Sort code: 77-13-20. Account number: 69993868

Title..... First Name.....Surname.....

Home address.....

.....

Postcode.....Email address.....

Telephone.....Date.....

Please note that unless you state otherwise our twice yearly information to Friends will be sent to you by email. Please print your email address accurately and legibly, if applicable.

GIFT AID

As we are a registered charity we can claim Gift Aid on the money you donate, including your subscription, if you are a taxpayer. It adds 25p for every £1 you give, without costing you anything. If you are able and willing to do so, we would be very grateful if you would complete and return the Gift Aid declaration on the next page.

GIFT AID DECLARATION – multiple donations

Boost your donation by 25p of Gift Aid for every £1 you donate.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation (including your subscription) please **tick the box** below and complete the rest of the form:

I want to Gift Aid my donation of £..... and any donations I make in the future or have made in the past 4 years to **The Friends of Thomas Plume’s Library**. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of the Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Title..... First Name.....Surname.....

Home address.....

.....Postcode.....

Signed.....

Date.....

Please notify the Friends of Thomas Plume’s Library, by contacting the Temporary Membership Secretary, if you:

- *Want to cancel this declaration;*
- *Change your name or home address; or*
- *No longer pay sufficient tax on your income and/or capital gains.*

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Data protection

Your details will be processed fairly and lawfully in order to satisfy the agreement entered with you on your admittance to membership. This will ensure that you receive all the latest news and information about the Library and forthcoming events and outings.

Your details will not be passed on by us to any other organisation unless we have your specific consent. We may, however, contact you from time to time with items of information that we believe may be of interest to you. Our Data Privacy Notice may be found at:

<http://www.thomasplumeslibrary.co.uk/fotpl>
