THE FRIENDS OF THOMAS PLUME'S LIBRARY

Registered charity 1098311

SUBSCRIPTION FOR 2025/6

The annual subscription for membership of the Friends remains at £5.00 per person and is due on 1 April 2025.

Subscriptions have not increased for many years. Many of you kindly increase the amount you pay by making additional donations. Both subscriptions and donations are an important part of our income.

If you already pay your subscription to the Friends by Standing Order, then you need take no further action with regard to payment, unless you wish to increase your donation. However, we do want to thank you for continuing your support for the Friends and the Library in this way.

Ways to pay:

Standing Order: Please use the bank details below to set this up with your bank. This reduces the administration for you and for our Treasurer. You can cancel the annual Standing Order at any time. Please then complete this form and email it to friendsofplumelibrary@gmail.com

Lloyds Bank account details: Account name: The Friends of Thomas Plume's Library;
Sort code: 77-13-20; Account number: 69993868

Bank transfer: Please use the bank details above to make a payment direct to our account, then complete and email this form to the email address above.

By cheque: Please send your cheque payable to **The Friends of Thomas Plume's Library**, together with this completed form to **Mrs Sue Edward, 7 Highfields Mead, East Hanningfield, Chelmsford, CM3 8XA** *(Tel: 01245 403091)*

- *I enclose my/our subscription for 2025/6 of £..... (£5 per person, due 1 April 2025).
- *I enclose an additional donation of £.....
- **Or** * I have paid my subscription (£……)/donation (£…….) by Bank Transfer on …….
- **Or*** I wish to contribute by Standing Order and I have instructed my bank to make an annual payment of £.....

**Please delete as appropriate.*

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

Home address.....

.....

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

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

If you currently receive your twice-yearly mailings by post and would be willing to receive them by email to help us save on postage costs **please tick** here: ☐

GIFT AID DECLARATION

As we are a registered charity, we can claim Gift Aid on the money you donate, including your subscription. It adds 25p for every £1 you give, without costing you anything. If you have already sent us a declaration, please ignore this section, as you need complete it only once. If you have not yet completed a declaration and are able and willing to do so, we would be very grateful if you would complete this part of the form too. (And if you cannot remember whether you sent us one or not, please do it again. It won't cost you anything!)

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 Plumes 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 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