

# 1Step2Step Standing Order Form



## Your details

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Bank Details

To: (Name of your Bank) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

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

Bank Account No: \_\_\_\_\_ Sort Code: \_\_\_\_\_

Please deduct £ \_\_\_\_\_ (numbers) [ \_\_\_\_\_ (words)] from the above account

on \_\_\_\_/\_\_\_\_/20\_\_ (date - at least one month ahead of today's date) and each month / every 3 months / annually\*  
after, until further notice. (\*Delete as applicable)

Pay this sum to **1Step2Step**: Sort Code: 089299, Account No: 65593510

The Cooperative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

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

## Gift Aid Declaration - Boost your donation by 25p of Gift Aid for every £1 you donate

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

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 **1Step2Step** (Charity No: 1151012)

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.

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

Please notify **1Step2Step** if you:

- want to cancel this declaration
- change your name or home address
- 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.

If you wish, you can obtain the leaflet IR113 Gift Aid from your local tax office.