

August 2017

Dear Prospective Member,

Welcome to the 2017/2018 hockey season with Hampstead and Westminster Hockey Club.

This season 2017/ 2018, the membership levels are:

**£320 Early Bird Membership** (full payment in September 2017)

**£340 Regular Membership** (full payment in October 2017 if you miss the early bird offer)

**£340 Direct Debit Membership** (5 payments of £68 from October 2017 to February 2018)

NB: There is a discounted rate of 50% for the unemployed or students on full membership.

If you are opting for Early Bird or Regular Membership email [membership@hwhc.co.uk](mailto:membership@hwhc.co.uk) for transfer payment details.

If you are opting for Direct Debit Membership please fill out parts 1 and 2 of the Direct Debit form on pages 3 and 4 of this document. **Please email the completed forms to [membership@hwhc.co.uk](mailto:membership@hwhc.co.uk) by 29 September 2017.**

If we receive your form later than 29 September 2017, we will debit the amount owed within 2 weeks of receiving your form, unless we receive alternative instructions from you more than 1 week in advance of the Direct Debit dates.

Direct Debit dates for the 2017/2018 season are:

1<sup>st</sup> October 2017

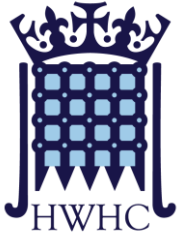
1<sup>st</sup> November 2017

1<sup>st</sup> December 2017

1<sup>st</sup> January 2018

1<sup>st</sup> February 2018

If you join the club mid-way through the season, at the chairman's discretion we will consider a pro rata membership and then request that the Direct Debit forms are received for account maintenance purposes.



Please contact us if you leave the club or sustain injury for a significant period of time (as agreed with the club captains) we will cancel your Direct Debit and refund you the relevant amount. It is critical that every member is on Direct Debit to ensure the smooth running of the club, both in terms of cash-flow and reduction in administration.

In addition, if you face financial difficulty, such that you are unable to afford your membership, please speak to your team captain or a club committee member.

We hope you have a great season playing for HWHC, if you have any further questions please email [membership@hwhc.co.uk](mailto:membership@hwhc.co.uk)

Kind regards

Christine Shrimpton (Shrimpie)  
Hampstead Westminster Hockey Club



**Direct Debit Form – Part 1**

Member's Name	
Member's Team (If applicable)	
Membership Status	
Member's Address	
Member's Email	
Member's Phone Number	

Please fill out the above and email it, along with Direct Debit Form Part 2 (which includes your bank details), to [membership@hwhc.co.uk](mailto:membership@hwhc.co.uk)



**Hampstead & Westminster  
Hockey Club**

EST 1894



## Instruction to your Bank or Building Society to pay by Direct Debit

**Please fill in the whole form and send it to:**

Hampstead & Westminster Hockey Club
PO Box 70387
London
SE1P 4UP

**Name(s) of Account Holder(s):**


**Bank/ Building Society account number:**

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**Branch sort code:**

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**Name and full postal address of your Bank or  
Building Society**

To: The Manager
Bank/ Building Society:
Address:
Postcode:

**Originator's Identification Number**

2	5	1	9	3	9
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**Reference Number**

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**Instruction to your Bank or Building Society**

Please pay London & Zurich Plc re HWHC. Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with London & Zurich Plc re HWHC and, if so, details will be passed electronically to my Bank/ Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.



### 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 London & Zurich Plc re **HAMPSTEAD & WESTMINISTER HOCKEY** will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London & Zurich Plc re **HAMPSTEAD & WESTMINISTER HOCKEY** 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 London & Zurich Plc re **HAMPSTEAD & WESTMINISTER HOCKEY** 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 London & Zurich Plc re **HAMPSTEAD & WESTMINISTER HOCKEY** 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 us.





August 2017

Gift Aid declaration – for past, present and future donations

Hampstead and Westminster Hockey Club

Please treat as Gift Aid donations all qualifying gifts of money made;

- Today
- In the past 4 years
- In the future

Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.



**Donor's Details**

Title.....

First name or initial(s) .....

Surname .....

Full home address .....

.....

Postcode .....

Date .....

Signature .....

Please notify the charity or CASC 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.

<https://www.gov.uk/claim-gift-aid/small-donations-scheme>