

# 20\12 AP Donation Form

I am happy to support the Hamilton Boys' High Foundation Trust with a regular donation.

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

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

Email: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

**Please complete this form so that we can update our records and provide an annual receipt of donation for tax purposes.**

**Email to [foundation@hbhs.school.nz](mailto:foundation@hbhs.school.nz) or post to: HBHS Foundation, Private Bag 3201, Hamilton**

## Details of Donation

I wish to make the following donation, and have completed the required steps to set up an online payment of...

\$20 per mth paid on the 20<sup>th</sup> of the month or \$\_\_\_\_\_ per mth paid on the 20<sup>th</sup> of the month starting on \_\_\_\_/\_\_\_\_/\_\_\_\_.

### **To set up your automatic payment please use the following information:**

- Click on the "set up automatic payment" tab on your online banking
- Enter the Amount you wish to donate
- Enter the date for the payment to be made (for monthly donations we appreciate 20<sup>th</sup> of the month)
- Tick the frequency of payment box
- Tick to repeat until further notice
- Details on your statement – complete this section with whatever makes sense to you
- Details on their statement – please use the format detailed below

Particulars: ***first initial & surname***

Code: **2012**

Reference: ***Donation***

The HBH Foundation bank account is 02-0316-0442307-012

To discuss your donation please contact Ali Mallett at [foundation@hbhs.school.nz](mailto:foundation@hbhs.school.nz) or on 853.0440 ext **2408**.

**Please remember to complete this form and return it to the Foundation so we can acknowledge and provide a receipt of your donation for tax purposes. Donation receipts will be sent out annually in February.**

**Please remember to SAVE the completed form before E mailing to [foundation@hbhs.school.nz](mailto:foundation@hbhs.school.nz) or post to: Hamilton Boys' High Foundation, Private Bag 3201, WMC, Hamilton 3240.**

**Thank you for your generous support of the Hamilton Boys' High School Foundation.**

**[foundation@hbhs.school.nz](mailto:foundation@hbhs.school.nz)**