**We are delighted that you would like to join the Museum of Richmond’s *Benefactors’ Circle* and thank you for your kindness and generosity.**

Please complete this form **IN BLOCK CAPITALS** and email it with payment (please see reverse of this form) and the attached **Gift Aid Declaration** to [curator@museumofrichmond.com](mailto:curator@museumofrichmond.com) or, if paying by cheque, by post to: Museum of Richmond, Old Town Hall, Whittaker Avenue, Richmond TW9 1TP.

|  |
| --- |
| Name: |
| Date: |
| Home Address:  Postcode: |
| Email: |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Would you like your membership of the Benefactors’ Circle to be anonymous? | | No | 🞏 | Yes | 🞏 |  |  |
| How would you like to be kept up to date with new projects, special events and exhibitions at the Museum? | | By email | 🞏 | By post | 🞏 | I do not wish to receive any updates | 🞏 |
| How would you like to receive invitations to social events, such as Private Views for Exhibitions and the Christmas Party? | | By email | 🞏 | By post | 🞏 | I do not wish to receive any invitations | 🞏 |
| How would you like to be reminded to renew your membership? | | By email | 🞏 | By post | 🞏 | I do not wish to receive a reminder | 🞏 |
|  | | | | | | | |
| Please select **ONE** from the following: | | | | | | | |
| 🞏 | I would like to set up a one-off payment for £500 using my online banking facility and have provided the Museum with an email address so it may share its bank details with me for this purpose. | | | | | | |
| 🞏 | Please find enclosed a cheque of £500 made payable to ‘The Museum of Richmond’. | | | | | | |
| 🞏 | I would like to set up a new Direct Debit for an annual payment of £500 and have provided the Museum with an email address for this purpose. | | | | | | |

Your security is important to us. The Benefactors’ Circle database operates within strict data protection guidelines, in accordance with GDPR and our Information Security and Privacy Policies which can be found on the Museum’s website or sent to you at your request. We will only use your personal information to administer your giving and provide you with the communications you have requested from us. We will not disclose your details to another organisation and you can opt out of communications or withdraw your contact details at any time by informing the Museum of Richmond by letter or email.

**The Museum of Richmond**Registered charity number: 295164 **Gift Aid Declaration**

**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 taxpayer

In order to Gift Aid your donation you must tick the box below:

🞏 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 Museum of Richmond (registered charity number: 295164)

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

**My Details**

Title ................................. First name or initials(s) ................................................

Surname .................................................................

Full Home Address ....................................................................................................................

..........................................................................................................................................................

Postcode ......................................... Date ..................................................................................

Your security is important to us. In accordance with GDPR and our Information Security and Privacy Policies, we will only use your personal information to administer your giving (including the claiming of Gift Aid) and provide you with the communications you have requested from us.

**Please notify the Museum of Richmond 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.