



30 years of  
changing lives

# Will Aid receipt book

This receipt book is designed to make administering the Will Aid donations as simple as possible. Just **complete a receipt form** for each donor and **send the white copy with the cheque** to the Will Aid office using the address labels provided.

## WHITE (TOP COPY):

to be forwarded to Will Aid office with the cheque

## YELLOW COPY:

for the Will maker

## BLUE COPY:

to be retained for your own records

## TIPS FOR DEALING WITH DONATIONS

- For clients who have donated online there is no need to complete a receipt as we will obtain the information from the website. You will be sent a confirmation email when they do so for your records.
- Please send your donations as soon as you can – there is no need to wait until they have all been received.
- If you need more receipt books or address labels please telephone **0300 0300 013** or email **enquiries@willaid.org.uk**. Alternatively you can download receipt forms from our website at: **www.willaid.org.uk/solicitors/materials**
- Please do not staple cheques as they can get damaged when we remove the staples!
- **IMPORTANT! Don't forget to put your firm name and postcode on each receipt so we know who has raised the money.**

## Legacies

If your client has included a legacy to charity, it would be very helpful to know, as it allows us to understand how effective the scheme is at inspiring charity support.

## Will maker's privacy

The Will Aid charities would love to stay in touch with those who have left them a legacy, so please encourage your clients to tick the relevant boxes.

## How did you hear of Will Aid?

The success of Will Aid is dependent on getting as much publicity as possible. In order to help us plan future campaigns we would appreciate it if you would ask your client where they heard about the scheme and indicate it on the receipt form.

**Thank you for your support.**

# Thank you for benefiting the lives of people in need

## Client's donation receipt

Title .....

Forename.....

Surname.....

Address.....

Town .....

Postcode

Email .....

Date .....

Amount £ .....

## How did you hear of Will Aid?

- |   |   |
|---|---|
| <input type="checkbox"/> Newspaper/magazine | <input type="checkbox"/> Money Saving Expert  |
| <input type="checkbox"/> Will Aid charity   | <input type="checkbox"/> Leaflet              |
| <input type="checkbox"/> Church             | <input type="checkbox"/> Lloyds               |
| <input type="checkbox"/> Will Aid reminder  | <input type="checkbox"/> Friends/family       |
| <input type="checkbox"/> Radio/TV           | <input type="checkbox"/> Google/other website |
| <input type="checkbox"/> Solicitor          | <input type="checkbox"/> & online advert      |
| <input type="checkbox"/> Social media       | <input type="checkbox"/> Other.....           |

## Legacy to charity?

Providing this information is entirely optional, but it really helps us understand how effective Will Aid is in inspiring charity support. If you have a left a gift in your Will to a Will Aid charity, please let us know.

☐ I have left a legacy to a Will Aid charity:

	Fixed sum	OR	Share of my estate
ActionAid	<input type="checkbox"/>		<input type="checkbox"/>
Age UK	<input type="checkbox"/>		<input type="checkbox"/>
British Red Cross	<input type="checkbox"/>		<input type="checkbox"/>
Christian Aid	<input type="checkbox"/>		<input type="checkbox"/>
NSPCC	<input type="checkbox"/>		<input type="checkbox"/>
Save the Children	<input type="checkbox"/>		<input type="checkbox"/>
SCIAF	<input type="checkbox"/>		<input type="checkbox"/>
Sightsavers International	<input type="checkbox"/>		<input type="checkbox"/>
Trócaire	<input type="checkbox"/>		<input type="checkbox"/>
Church	<input type="checkbox"/>		<input type="checkbox"/>
Other charity	<input type="checkbox"/>		<input type="checkbox"/>

## Your privacy

The details you have provided on this form will only be used by Will Aid to process your donation. But if you have left a legacy to a Will Aid charity, they would love to thank you, and keep you updated about the difference your gift could make and other ways of supporting them in the future. If you are happy for us to tell the charity that you have left a legacy and for them to get in touch by post or email, please tick the boxes below.

☐ Post ☐ Email

You can contact the charities to change the way they communicate with you at any time and your details will never be shared or sold with other third parties for marketing purposes. For further details on how your data is used and stored by Will Aid: [willaid.org.uk/privacy-policy](http://willaid.org.uk/privacy-policy)

## Solicitor

This receipt is for:

- ☐ Single Will
- ☐ Pair of mirror Wills
- ☐ Codicil

I am enclosing:

- ☐ Cheque for this donation
- ☐ Company cheque covering several donations
- ☐ Receipt only - I am sending/I have sent the donation to Will Aid's bank account below: (please ensure firm name is used as reference)

Bank name: HSBC  
Account no: 51207636  
Sort code: 40 17 38

**If your client makes a donation via our website, there is no need to send a receipt form as we will have the related details.**

## Solicitor firm name and postcode

Please let us know your firm name and office location so that we can keep you informed about how much you have raised.

PLEASE RETURN THE TOP COPY OF THIS FORM TO: Freepost WILL AID ADMIN

PLEASE DO NOT STAPLE CHEQUES

MONEY RAISED BY WILL AID SUPPORTS THE WORK OF: ACTIONAID (Reg No. 274467 & SC045476) | AGE UK (Reg No. 1128267) | BRITISH RED CROSS (Reg No. 220949 & SC037738) | CHRISTIAN AID (Reg No. 1105851 & SC039150) | NSPCC (Reg No. 216401 & SC037717) | SAVE THE CHILDREN (Reg No. 213890 & SC039570) | SCIAF (Scotland) (Reg No. SC012302) | SIGHTSAVERS (Reg No. 207544 & SC038110) | TRÓCAIRE (N. Ireland) (Reg No. NIC103321)