



How to create a Direct Debit donation

This is a short step-by-step guide on how to create a Direct Debit donation for your chosen charity.

If you need any further assistance then please feel free to call our helpline on 0300 111 2340. The line is open between 9.30am – 5.30pm Monday – Friday.

- 1) Find your chosen charity by entering the name in the search bar at the top of www.localgiving.org



- 2) On the right of the screen you will be provided with two donation options; 'Donate now' or 'Give monthly'. Select the blue 'Give monthly' box to set up a regular donation via a Direct Debit.



- 3) You will be directed to a webpage that looks similar to this-

Your donation is made to Localgiving Foundation
and they pay the funds to your chosen charity.

Basic details Login Payment info Gift Aid Thank you

Donation amount:

£ 5.00

£1,000 £500 £50

Make it a monthly donation

Message (optional)

I wish to donate anonymously

[Login with Facebook](#)

or

Email address (so we can email you a receipt)

I do not wish to receive updates from the charity
 I do not wish to receive updates from Localgiving

[Continue](#)

- 4) Enter the amount you would like to donate to your charity each month in the 'Donation amount' box.

Enter the amount you would like to donate here. This is the amount that will be donated to the charity each month.

This checked box indicates you will be sending a donation to the charity every month.

If you wish to donate anonymously, tick this box. See below for more information.

The screenshot shows a donation form titled "Donation amount:". At the top, there is a text input field containing "£ 5.00". Below this are three orange buttons labeled "£1,000", "£500", and "£50". A checked checkbox is labeled "Make it a monthly donation". Below that is a text input field for a "Message (optional)". A "Login with Facebook" button is present, with the word "or" below it. An "Email address (so we can email you a receipt)" input field is below that. At the bottom, there are two unchecked checkboxes: "I do not wish to receive updates from the charity" and "I do not wish to receive updates from Localgiving". An orange "Continue" button is at the very bottom. Arrows from external text blocks point to various parts of the form: the amount input, the monthly donation checkbox, the message input, the anonymous donation checkbox, the Facebook login button, the email address input, the opt-out checkboxes, and the Continue button.

You can send the charity a personal message.

Provide an email address, or login through Facebook. This is needed to complete your donation.

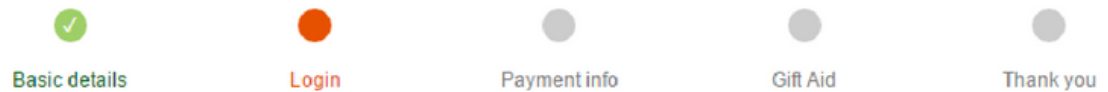
These check boxes allow you to opt out of receiving future information from your chosen charity and Localgiving.

Click 'Continue' when you have completed all the sections on this page.

Anonymous donation- If you do not wish your contact details to be passed on to your chosen charity. They will only see information about the donation value, but will not be able to see who has sent the donation. This also means they will not be able to thank you directly for your monthly donation.

- 5) You will be directed to the Login page of the process.
If you have a supporter account at Localgiving you will be prompted to enter your password.

If you do not already have a supporter account with Localgiving you will need to set one up. Enter your first and last name. Then create a password to access your account in the future. This will allow you to view all donations made through the Localgiving site.



You are donating £5 per month in support of Localgiving

First name

Last name

Please add a password to create an account and continue

Email

Password

[Login](#)

[Back](#)

6) You will be asked to enter you bank details to set up a Direct Debit donation to your chosen charity.



Choose the date you wish your Direct Debit will be sent.

Confirm that you are the account holder.

Enter the address where the account is registered to.

Hi Ceri, you are donating £5 per month in support of Localgiving

Direct debit date
 5th 20th

I am the account holder and only required signatory for this account

Account holder full name

Sort code - - Account number

Postcode

Address line 1

Address line 2

City

[Read our Direct Debit Guarantee](#)

By making this donation you accept Localgiving's [Terms of Service](#).

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The amount you have chosen to donate and the name of your chosen charity will appear here.

Enter the name of the Account Holder.

Enter the Sort Code and Account Number. These can be found on the front of your debit card or any bank statement.

Your donation is protected by the Direct Debit Guarantee.

Click confirm once all the information is entered.

If any information you have entered is incorrect it will be highlighted for you to review before moving onto to next stage.

- 7) Once your Direct Debit information has been confirmed you will be shown the Gift Aid page where you can confirm whether or not you are a UK tax payer and eligible to Gift Aid your donation. Please read the answers fully and select the appropriate answers to confirm whether or not your chosen Charity can receive Gift Aid on this Direct Debit donation. Then click the 'Gift Aid it!' button at the bottom of the screen. If you are not a UK tax payer you can click 'skip Gift Aid' at the bottom of this screen.



Thank you! You have successfully setup a
£5 Direct Debit in support of
Localgiving Foundation

Boost your donation from
£5 to £6.25
at no extra cost to you!

giftaid it

Please read through the following questions and select the appropriate answers:

Is this donation your own money? i.e. it has not come from anyone else e.g. a business, friends, family or a collection.

Yes No

Is this money the proceeds from the sale of goods or provision of a service e.g. a cake sale, auction or car wash?

Yes No

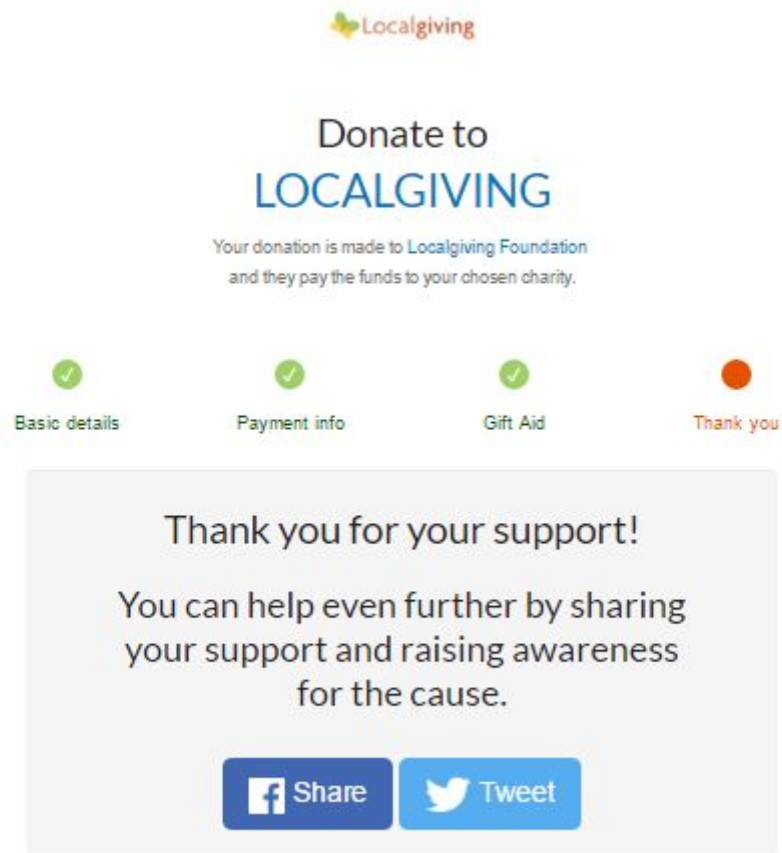
Are you receiving a benefit from this donation e.g. entry to an event, raffle or sweepstake?

Yes No

Gift Aid it!

[Skip Gift Aid](#)

8) Once you have completed all the sections you will see this on your screen-



You have completed a Direct Debit donation for your chosen charity. You will receive a confirmation email shortly after completing this process. If you want to view or change your donation details in the future you can log onto your account via this link- www.localgiving.org/login