

# WI Member Registration Form

## For entry into the Membership Communication System (MCS)

Please complete both sides of this form in **BLOCK CAPITALS** and email it once complete to [tooting.wi@gmail.com](mailto:tooting.wi@gmail.com)



<b>Federation:</b> SURREY	<b>Date Joined :</b> Click or tap to enter a date.
<b>WI:</b> TOOTING WI	<input type="checkbox"/> <b>Primary Institute</b> <input type="checkbox"/> <b>Dual Institute(s)</b>
<b>First name:</b> Click or tap here to enter text.	<b>Last name:</b> Click or tap here to enter text.
<b>Address:</b> Click or tap here to enter text.	
<b>Town:</b> Click or tap here to enter text.	
<b>Postcode:</b> Click or tap here to enter text.	<b>County:</b> Click or tap here to enter text.
<b>Telephone number(s):</b> Click or tap here to enter text.	
<b>Email address:</b> Click or tap here to enter text. (For My WI and WI Training)	

**Thank you for providing your details. We will use your details in the following ways:**

**(1) To administer your membership and any responsibilities within the WI**

If your WI (as you will have identified above) has one, your MCS Representative will upload your details to the MCS which is the central database of WI members. If your WI doesn't yet have an MCS Representative your details will be uploaded by your Federation Secretary. Your details can be accessed by us (your WI), other WIs you are a member of (Dual Members), your federation(s) and by the NFWI (collectively referred to as "**the WI**" here). The WI will use the details you provide in this membership form for our legitimate interests to administer your membership (and if you are an officer, a committee member or have another role, that position) as well as to send you your copy of the WI's membership magazine, *WI Life*, which is sent to you by an external mailing house; and otherwise use your details in line with the NFWI's Privacy Policy (link below).

**(2) To send you specific communications that you request**

If you subscribe to a specific newsletter such as the *Public Affairs Digest* we will use your details to send you the newsletter. We will always clearly communicate with you about opportunities to receive further communications and we will ask for your consent to receive these communications.

**(3) To use Digital WI services (My WI and WI Training)**

If you provide us with your **email address** above, you will also be able to take advantage of Digital WI services, currently My WI (<https://mywi.thewi.org.uk>) the dedicated website for WI members and WI Training (<https://wittraining.thewi.org.uk>), an online training platform for WI members.

At any time you can ask to view and amend your details. More information is available in our Privacy Policy (<https://www.thewi.org.uk/privacy-policy>) or via email [dataprotection@nfw.org.uk](mailto:dataprotection@nfw.org.uk). You can also ask for a printed copy of our Privacy Policy.

**Signature:** \_\_ Click or tap here to enter text.

**Please select your payment option for the fee/ fee+raffle below. You will be emailed a payment receipt.**

(please tick here and below):  I will pay £48  I will pay £50 for membership & 2 months raffle entry\*

<input type="checkbox"/> I will pay by <b>bank transfer</b> Account name: Tooting WI Account number 25825489                      Sort Code 23-05-80	<input type="checkbox"/> I will pay by <b>credit card</b> (2.5% fee added to total) at <a href="https://tooting-wi.sumup.link/products">https://tooting-wi.sumup.link/products</a>
<b>FOR OFFICE USE ONLY:</b> <input type="checkbox"/> MCS <input type="checkbox"/> Mail Chimp <input type="checkbox"/> Attendance Register <input type="checkbox"/> Paid <input type="checkbox"/> Receipt	

\*Tooting WI reserve the right to re-draw a raffle if a member is not present at a meeting to collect their prize

# Gift Aid Declaration

Boost your subscription by 25p of Gift Aid for every £1 you pay



Your membership subscription is split between your WI, your local Federation and the NFWI. The NFWI writes to your WI each year stating the portion that goes to each party and you can also view this on the WI website. Each share of your subscription qualifies as a donation for Gift Aid which is reclaimed by the charity from the tax you pay for the current tax year.

Please complete this form and give it to your WI. A copy will be forwarded to your Federation and the NFWI. Your address is needed to identify you as a current UK taxpayer.

**PLEASE COMPLETE IN BLOCK CAPITALS**

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

I want to Gift Aid my donation of £48 and any donation I make in the future or have made in the past 4 years to:

Name of WI: **TOOTING WI** **£23.60** and

Federation name: **SURREY FEDERATION** **£11.30** and

The National Federation of Women's Institutes (NFWI) **£13.10**

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

## My Details

Title Choose an item. First Name or initial(s) Click or tap here to enter text.

Surname Click or tap here to enter text.

Full Home Address – Street Name and Number Click or tap here to enter text.

Town Click or tap here to enter text.

Postcode Click or tap here to enter text.

Signature Click or tap here to enter text.

Date Click or tap to enter a date.

## Please notify the WI if you:

- want to cancel this declaration
- change your name or home address, or
- 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.*

Data Protection: Your personal information is collected to enable your WI, Federation and the NFWI to claim Gift Aid on their shares of the WI subscription. Your information will be shared with HMRC for this purpose; <https://www.gov.uk/donating-to-charity/gift-aid>. Your information will be held securely by the WI, Federation and the NFWI for six years in accordance with tax and data protection laws. If you have any queries on how your data is handled, please email the NFWI at [dataprotection@nfwl.org.uk](mailto:dataprotection@nfwl.org.uk)

The full NFWI Privacy Policy can be found online <https://www.thewi.org.uk/privacy-policy>