

How to setup a regular donation

1. Your payments can be sent to the following account, this will need to be set up with your bank account directly:

Sortcode: 40-52-40
Account No: 00070120
Account Name: CAF Gold Extra Account No.2 Account
Reference: S/O Child/Children's name

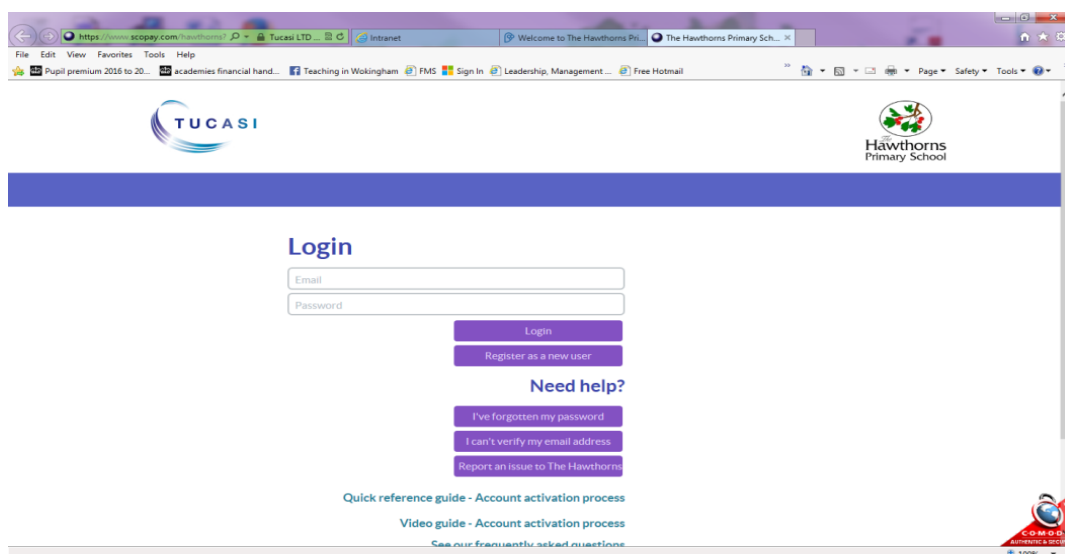
Please make sure we have your Gift Aid Declaration form; if you don't have one, you can download a form from:

http://www.hawthorns.wokingham.sch.uk/website/ptaschool_donations/230243

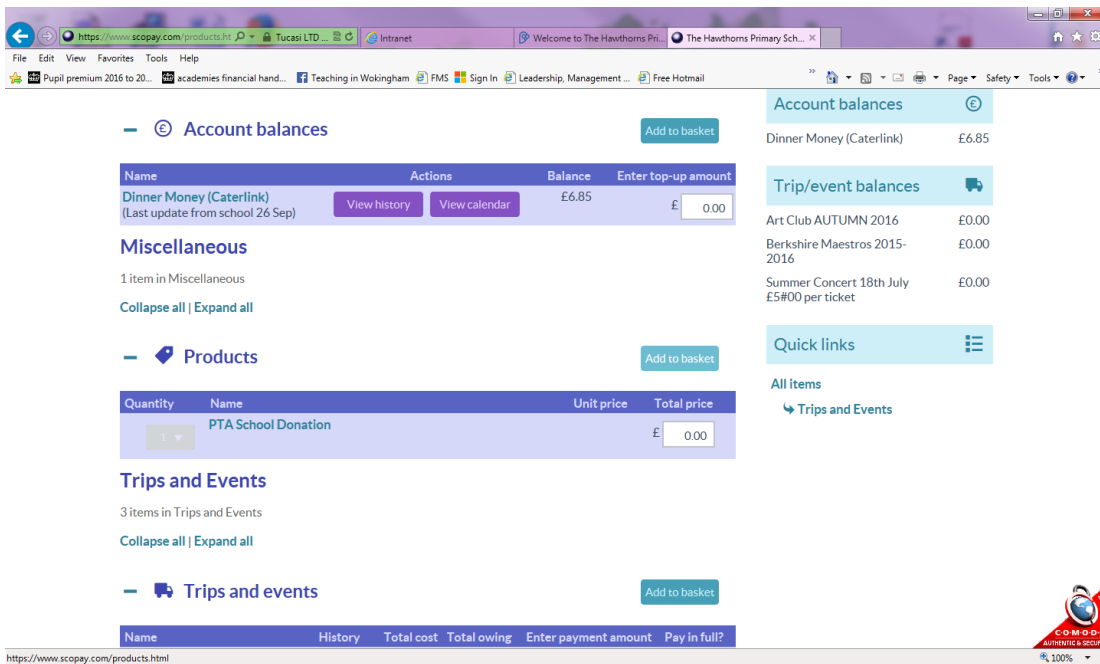
Completed forms should be returned to the PTA box in the school foyer.

How to Donate using the online system

1. Login to the online payments systems using your usual email address and password.
If you need to set up a Tucasi account please follow the link to the tucasi quick guide:
http://www.hawthorns.wokingham.sch.uk/website/tucasi_payment_system/29358



2. The Hawthorns PTA school donation box will appear as a product.
Enter your donation amount in the "Enter payment amount" box and add to basket.



3. Proceed to the checkout to pay.

Unfortunately a regular payment cannot be setup via the Tucasi online system – if you would like to make a monthly/annual contribution please see the instructions at the beginning of this document.

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