



Standing Order Mandate

Giving to Holy Trinity PCC General Funds

To:

Bank

Address:

Please tick relevant box:

☐

Set up a new standing order (Please complete section A)

☐

Amendment to existing standing order (Please complete section B)

Your Account Details

Account Name:

Sort Code:

Account Number:

Section A – Set up a new standing order

Beneficiary Details:

Beneficiary Name:

Redhill Holy Trinity PCC

Sort Code:

54 – 30 – 36

Account Number:

2 3 5 5 9 5 5 1

Reference:

(For joint accounts, please specify the name of the Gift Aid donor as a reference, if applicable.)

Payment Details:

Amount of first payment

£

Date of first payment

Amount of usual payment

£

Date of last payment

Frequency of Payment

(Weekly/Monthly/Quarterly)

or please continue

until further notice

☐

Section B – Amendment to existing standing order

Beneficiary Name:

Redhill Holy Trinity PCC

Amend payment amount from

£

to

£

Amend payment date from

to

Amend payment frequency from

to

Amend date last payment date from

to

Signature(s)

Contact telephone number

Date

Please send the completed form direct to your bank

Regular Giving - Frequently Asked Questions

How can I make donations?

Regular standing orders are both easier to administer and help us with our financial planning, but cash donations and cheques are also welcome. However, for cash gifts to be eligible for Gift Aid you must use an envelope which identifies it as your gift – you can find yellow envelopes in the pews and on the Welcome Desk or you can get a set of envelopes for your own use (see below).

Can I use the church's numbered offering envelopes?

Yes. If you wish you can have a special set with your personal number. Please ask Dayo Ajayi (Gift Aid Secretary) about this.

How do I set up a Standing Order?

Use the form on the reverse side of this sheet and send it direct to your bank. The form already has the church's bank account details.

If you prefer, you can set up a Standing Order in favour of Holy Trinity Redhill PCC, through on-line banking. The PCC's bank account details are: Sort Code 54-30-36, account number 23559551.

How do I change a Standing Order?

Circumstances may change – and you may be able to increase the amount of your regular giving, or you may need to reduce it. Either send a fresh form direct to your bank (tick the box to say that it is an amendment to an existing Standing Order); or simply use on-line banking.

The finance team will pick up any changes when they prepare the monthly accounts. But you may like to let us know at the same time as you make a change, in which case please use one of the envelopes labelled 'Confidential – Treasurer's Team' (which you will find on the Welcome Desk) and put this in the Red Box.

How do I make a one-off gift?

Either set up a payment through on-line banking – see the PCC's bank account details above – or write a cheque payable to Holy Trinity Redhill PCC and place it in a 'Confidential – Treasurer's Team' envelope and leave it in the brown offering box in the church foyer (on a Sunday) or in the church office.

If you are eligible for Gift Aid you will also need to complete a Gift Aid declaration: see separate FAQs about Gift Aid.

Gift Aid Declaration

**Gift Aid is reclaimed by Holy Trinity from the tax you pay for the current tax year.
Your address is needed to identify you as a current UK taxpayer.**

Name of Charity: The Parochial Church Council of Holy Trinity Church, Redhill

My details (please use BLOCK CAPITALS)

Title..... First name(s)

Surname

Address

.....

..... Post Code.....

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 Parochial Church Council of Holy Trinity Church, Redhill.

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.

By signing this form you are confirming that you consent to the PCC of Holy Trinity Redhill holding and processing your data for the use of recovering Gift Aid on your donation.

Signature Date

**Please send your completed form to the church office in an envelope marked
"Gift Aid Secretary".**

Please notify the Holy Trinity Treasurer 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.



Gift Aid - Frequently Asked Questions

Does this affect me?

If you are a taxpayer, YES. Your giving will increase without it costing you more!

What if I don't pay basic rate income tax?

That does not matter provided you pay income tax (or capital gains tax) – it's the total tax you pay i.e. 25p of tax for every £1 you give. For higher rate taxpayers you can also reclaim the tax difference between higher and lower rate from HM Revenue and Customs through your self-assessment tax return.

Who will know how much I am giving?

Only the Finance team who handle the money and record your giving in order to make the tax reclaims. They treat all financial and personal donation matters in strictest confidence.

Is there a minimum donation I must make to qualify?

No. Any donation – large or small, regular or occasional or one-off so long as you are a taxpayer.

Why do you have to know my name?

All money for tax reclaim purposes has to be recorded so that HM Revenue and Customs can check that our account figures match our tax claim.

Do I have to sign a declaration before I make a donation?

No. You may do so before, at the time of your donation or any time after. But we would ask you to sign your declaration straight away.

How much notice do I have to give to stop you reclaiming tax on my donations?

You can cancel whenever you want to. Also, if in the future your circumstances change and you no longer pay tax you should cancel your declaration. No tax is claimed on donations made once you give written notice.

Please send your completed form to the church office marked "Gift Aid Secretary".

If you have a question that we have not answered, please write a note to Dayo Ajayi via the church office or the 'A' pigeon hole in the church foyer or phone him on 01737 202039.

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