

# St Thomas More Church



How to support the church through

## Our Giving

Our Parish is reliant on offerings to keep it running and available for all, both now and in the future.

- ⇒ **What is Our giving?** A commitment to donating a certain amount regularly to the parish, eg weekly or monthly.
- ⇒ **Can I change the amount if I need to?** Yes, you are in control of your giving, You can increase or decrease your offerings at any time.
- ⇒ **What do I need to do next?**

**For Existing givers:** If you are already give regularly and would like to change the amount of your donation, continue reading this side of the form.

**For New sign ups :** Follow the instructions overleaf.

### DON'T FORGET, IF YOU ARE A UK TAX PAYER ,YOU CAN GIFT AID YOUR DONATION

The Diocese of Westminster is a Registered Charity and can claim GIFT AID on our behalf, increasing your donation by 25% for the Parish.

# Thank you



## How to make a change to existing -Our Giving

If you would like to increase your current donations or change the way you make the payment, please see the options:

- 1) **Pay by BACS—bank transfer** -simply change the amount you pay in the transfer.  
**Payee details : HSBC Bank plc.** Account Number: **91096001** Sort Code: **40-05-20**  
Account Name: **WRCDT Eastcote** Reference: **Surname and Initials**
- 2) **Payment by standing order**, instruct your bank to change the amount they pay. This can be done through your on line banking or by completing the Standing Order form overleaf and **TAKING IT TO YOUR BANK** (this will replaces any existing instruction to the parish account)
- 3) **Weekly envelopes**, new envelopes will be issued from April -simply change the amount enclosed.

**If you are already signed up to Gift Aid or you don't pay TAX please complete the SECTION 1 below and return to the Parish Office.**

**If you are NOT signed up to Gift Aid and pay TAX complete OVERLEAF.**

### Section 1: Details: [PLEASE USE BLOCK CAPITALS]

Title ..... First Name:..... Surname: .....

Address.....

.....Postcode .....

Tel..... E mail .....

I will be amending my donations to £ ..... per week/ month, by Standing Order/ Bacs /Swipe

**OR**

I am currently use weekly envelopes in the collection plate and will be amending my contribution to £..... per week.

**1) My Details:** (please **print** and circle answers when there is an option)

Title ..... First Name:..... Surname: .....

Address.....

Postcode .....

**2) I would like to make my contribution by:** please circle options

◇ Standing Order - £..... per week / month

◇ Weekly donation envelopes -£..... per week

◇ Swipe Machine -£..... per week / month

**3) I am a Tax payer** Yes / No (if **yes**, and you are **NOT** already signed up for Gift Aid with the Parish, please complete **The Gift Aid questions** below. )

**I would like to Gift Aid my donation** Yes / No

I would like the Diocese of Westminster to treat all qualifying donations I have made since the **6<sup>th</sup> April 20.....\***, and all donations I will make in the future until I notify you otherwise, as Gift Aid donations. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

**I consent to being contacted by:** (please choose and supply details of either or both)

Telephone:..... e mail .....

Signed: ..... Date: .....

\*We can back-claim Gift Aid for up to the last 4 years, so please insert chosen year

**Please notify the parish if your name /address changes, or you no longer pay TAX**

**Protecting your privacy**

As a member of this parish, you are part of the Diocese of Westminster (registered charity number 233699), and as such your personal details and donations will be stored securely on the Diocese of Westminster's database. We comply with data protection regulation and the Fundraising Regulator's code of practice. We will never sell your data to third parties. We (your parish office and the Diocese) will use your details to administer your gifts, occasionally send you news on the work of the Church, and give you the opportunity to support appeals. We only share information with external organisations working on our behalf or when required by law (e.g. to claim Gift Aid). You can read our full privacy policy on [rcdow.org.uk/diocese/privacy-policy](http://rcdow.org.uk/diocese/privacy-policy). To update your contact preferences, email [supportercare@rcdow.org.uk](mailto:supportercare@rcdow.org.uk) or call 020 7798 9025.

Please return this **HALF** of the form to the Parish Office or a member of the Finance team at Mass. If you wish to pay by standing order, don't forget to instruct your bank to make the payments (complete the Standing Order form if required )

If you wish to pay by Standing Order through your bank for the first time, or amend an existing standing order, please complete the form below and take this half to your bank.

**Standing Order Instruction**

**A. To the Manager of** .....Bank / Building Society

Please set up the following Standing Order and debit my/our account accordingly:

**B. Account details:** Name of account holder.....

Account Number ..... Sort code .....

**C. Payee details:**

Please pay the **HSBC Bank plc.** Account Number: **91096001** Sort Code: **40-05-20**

Account Name: **WRCDT Eastcote** Reference: **Surname and Initials**

**D. About the payment**

Payments to be made: Monthly  Quarterly  Half Yearly  Yearly

1<sup>st</sup> Payment (please allow 30 working days):

Date: ..... Amount: £.....

Thereafter make payments on the .....day until further notice

**(payments will be made until you cancel this instruction)**

**E. Confirmation**

First Name:..... Surname: .....

Address: .....

.....Postcode .....

Customer Signature: ..... Date: .....

**NOTE TO THE BANK:**

This Standing Order is to **REPLACE** any existing Standing Order to the above bank account. Please print **DONOR'S SURNAME** and **INITIALS** on the bank statement as a reference.