Parish Gift Aid Form

Standing Order Form

Thank you

1 My Details: [PLEASE USE BLOCK CAPITALS]

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

Address.....

.....**Postcode** .....

Tel.....

By giving you my telephone number, I consent to being contacted via this method.

Email .....

By giving you my email, I consent to being contacted via this method.

2 ☐ I would like to Gift Aid my donation. [PLEASE TICK ✔]

I would like the Diocese of Westminster to treat all qualifying donations I have made since the **6th 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.

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

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

Please notify the parish if your name or address changes, or if you no longer pay sufficient income tax or capital gains tax.

For official use only **Parish Code: WILLG** **GAD:**

3 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. To update your contact preferences, email supportercare@rcdow.org.uk or call 020 7798 9025.

4 I would like to make my contribution by: [PLEASE TICK ✔]

☐ **Standing Order -** £..... per week / month (circle)

Please complete the form on the next page and return to your parish

☐ **Weekly donation envelopes -** £..... per week / month (circle)

☐ **Please send me more information about leaving a gift in my Will to my church.**

5

☐ **I am setting up a NEW Standing Order**

☐ **I am CHANGING my EXISTING Standing Order**

☐ *I have done this **myself**, using the bank details in Section C below quoting my surname and first name: .....*

6 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.....

Sort code ☐☐☐☐☐☐ Account Number ☐☐☐☐☐☐☐☐

C. Payee details

Please pay the **HSBC Bank plc**. Account Number: **71264850** Sort Code: **40-05-20**

For the credit of **WRCDT Willesden Green** Reference: **Surname and Initials**

D. About the payment

Payments to be made: Monthly ☐ Quarterly ☐ Half Yearly ☐ Yearly ☐

1st 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

Title ..... **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.

Please complete & return this form to your parish, even if you are setting up a Standing Order yourself, for parish records & Gift Aid. *End. June.2020*