Gift Aid Guidance Notes



- To qualify for Gift Aid, what you pay in UK income tax or Capital Gains Tax, must at least equal the amount all charities (including churches) and Community Amateur Sports Clubs, will claim in the tax year. (currently 25p for each £1 given).
- Please notify St. Andrew's Church Planned Giving Officer:
 - if you change your name and/or address.
 - if your circumstances change and you no longer pay tax on your income or capital gains.
 - if you wish to cancel your declaration.
- If you pay tax at a higher rate, you can claim further tax relief in your Self Assessment tax return, or ask HM Revenue and Customs to adjust your Tax Code.

Code.		
My details are (please	PRINT IN CAPITALS):	
Title	First Name/s	
Surname		
Address		
	Pos	t Code
Please tick the appropriat I would like to make donations by:-	te boxes below, sign and da Envelopes	te the form – Thank you Standing Order
I would like to pay:	Weekly Quarterly Other	Monthly Annually
Please tick this section I want St Andrew's Chu		rew's to reclaim the Gift Aid.
the enclosed do	nation of: £	as a Gift Aid donation
	at I make from the date til I notify you otherwise	of this declaration and in the e, as Gift Aid donations.
Signature		Date

STANDING ORDER FORM

Notes 1. Enter the	To: The Manager,	.Bank plc /Bldg.Soc, ¹	
details of your Bank or Building Society	Address		
 Enter your Account details. Enter the 	Branch Sort Code Account Number ² Bloose pay to Alliance & Leicester Commercia	l Pank nie	
sum to be paid	Please pay to Alliance & Leicester Commercial Bank plc., Bootle Merseyside, GIR 0AA		
4. Enter the	Sort Code 7 2 0 0 0 3		
date	For the credit of: The Parochial Church Council , St Andrew's, Ferring .		
5. Enter the frequency of payment (e.g. annually, quarterly, monthly, weekly) 6. Cross out the statement that does NOT apply	Account Number 1 1 4 1 3 2 8 5		
	The sum of ³ £ ()	
	On the ⁴ 20		
	And ⁵ thereafter until ⁶ further no	otice	
	Or until payments have been m	ade.	
	Signed ⁷	_	
7. Please sign the form and print your name and address	Full Name Date		
	Address		
Thi	is supersedes Standing Order(s) dated		



Envelope / Standing Order Request and Gift Aid Declaration

Inside this leaflet you will find a Standing Order Form that you should complete if you would like to pay your contribution directly from your bank account.

We have also included a Gift Aid Declaration.

Using Gift Aid means that, if you are a taxpayer, for every pound you give, the church or charity you are supporting will receive an extra 25 pence from the Inland Revenue, helping your donation go further.

This means that £10 can be turned into £12.50 just so long as donations are made through Gift Aid. Imagine what a difference that could make, and it doesn't cost you a thing.

Please talk to our Planned Giving Officer, Gwen Chinnery, if you would like further information about the Gift Aid scheme.

If you have already signed a Gift Aid Declaration for St. Andrew's Church you do not need to complete another one, even if you are increasing your giving.

Please return to St Andrew's Church, or send to:-

Gwen Chinnery
Planned Giving Officer
3 Beehive Close
Ferring, West Sussex,
BN12 5NS

www.standrewsferring.org.uk

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