

To St Mary Magdalene Church, Newark

please write your name here

I should like to give

£

each month quarter year *(please circle as appropriate)*

I choose to give by (please tick **one** box):

- Bank Standing Order
- Other (please specify)

If you have ticked that you are able to give by **Bank Standing Order**, please also tick **one** of the boxes below as appropriate.

- Using the details opposite I have arranged the Bank Standing Order payments by phone or internet banking, and these payments will start on *(enter start date)*
- I have completed the form opposite

Gift Aid declaration *(only complete this section if you pay UK tax)*

Name
 (CAPITALS) title forenames surname
*(Enter the name and address of **one** UK taxpayer only. Name and address and postcode and date are all essential.)*

Address

 **POSTCODE**

Please treat as Gift Aid donations all donations made by me from the date of this declaration and in the past four years.
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 then it is my responsibility to pay any difference.

Date

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St Mary Magdalene is part of the Parish of Newark St Mary Magdalene with St Leonard and the Parochial Church Council (PCC) is a registered charity, number 1131972. Please notify the PCC treasurer if you want to cancel this declaration, if you change your name or home address, or if you no longer pay sufficient tax on your income and/or capital gains.

Standing Order Form

To the Manager,Bank plc

Address

.....

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

Account Number _ _ _ _ _ **Sort Code** _ _ - _ - _

Name of Account holder(s).....

Address

.....Postcode.....

Please pay to:

CAF Bank
 Account name: Newark team PCC - SMMDCC Trust account
 Sort code: 40-52-40
 Account number: 00020401

monthly quarterly yearly *(please circle as appropriate)*

the sum of

£..... (**.....pounds**)
(figures) (words)

starting on the day of20.....
 and continue these payments until further notice.

(Please choose a start date at least one month from today to allow time for processing.)

- With effect from the above starting date this standing order replaces any existing Standing Order payable to the same recipient.
- Please also **cancel** all standing orders to The Rector & Churchwardens of Newark Funding Account (NatWest 54-10-23 36828173).

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

==> Please read the notes overleaf.

Please return all parts of this form to the PCC treasurer - you can post it or leave it in the Parish Office (vestry) or give it to the verger or drop it in the offering plate.

Notes on the form overleaf

Gift Aid

Because it is part of a registered charity the church can reclaim standard-rate tax paid by individual UK tax-payers in respect of gift-aided donations. This increases each net gift-aided donation by 25% at no cost to the donor. (And there can in fact be a benefit to donors who pay higher-rate tax - more details from the PCC treasurer on request.)

So if you pay income tax or capital gains tax then please consider completing the gift aid declaration on the form. (Please complete it even if you have completed one in the past, as HMRC requires the confirmation of gift aid declarations every few years.)

Please also consider completing the gift aid declaration even if you do not want to commit to regular donations. This will enable tax to be reclaimed for any one-off donations you make.

Even if money is donated from a joint bank account the gift aid declaration must relate to one individual UK tax-payer. (If both parties to a bank account pay tax and wish to gift-aid separately then two separate gift aid declarations are needed.)

Standing order form

For ease of administration this is by far the best way to make regular donations. You can either set up the standing order yourself or complete the standing order form provided here. The standing order form provides all the necessary instructions to your bank described in the next paragraph.

If you have an existing standing order payable to the church's NatWest Bank account then please cancel it and set up a new one payable to the CAF Bank account detailed on the standing order form. **Please do this even if you are not changing the amount of your donation as the NatWest account will be closed in due course.**

(If you wish to make donations by some other means then please specify how you will do this where indicated overleaf.)

Returning the form

If your name and address are not pre-filled below and if you have not given your address overleaf then please complete the box below so that we know how to contact you.

Name

Address

Postcode

Telephone number (optional)

Email address (optional)

If your address is pre-filled here then please return the form even if you have not completed any part of it (so that we know not to contact you again).

Please return the entire form to the PCC treasurer in the envelope provided.

If you don't have a return envelope then the form can be left in church as described overleaf or posted to:

PCC Treasurer (ref: SMMPG)
Parish Office
St Mary Magdalene Church
Church Walk
Newark NG24 1JS