

**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 .....

*giftaid it*

*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 .....

.....

.....Postcode.....

Sort Code \_ \_ - \_ - - Account Number \_ \_ \_ \_ \_

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 of .....202.....  
 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.

Date..... Signed.....

## 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.

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 provide. The standing order form provides all the necessary instructions to your bank.

(If you wish to make donations by some other means then please specify how you will do this where indicated overleaf. Payments can be made by cheque or by manual bank transfer using the CAF Bank account details overleaf.)

### **Questions**

If you have any questions then please send an email to [treasurer@stmnewark.org](mailto:treasurer@stmnewark.org) or call the parish office (01636 706 473) and leave a message for the PCC treasurer.

### **Returning the form**

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)

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

You can leave the form in the parish office (vestry) or in the offering plate, or you can give it to a member of staff, or you can post it to:

PCC Treasurer  
Parish Office  
St Mary Magdalene Church  
Church Walk  
Newark NG24 1JS