**St Mary’s Church, Anywhere**

**Response form**

Thank you for reviewing what you give to St Mary’s Church. Your contribution plays an important role in sustaining the ministry of our church, but at this time of national crisis your generosity is especially important.

Please fill out this form and return it via email to xxx@ccc.com. Your response is confidential and will only be seen by xxxxxx, our treasurer.

* If you currently give by standing order please consider increasing it if you can.
* If you currently give using the envelope scheme please swap to a standing order. If you want to go back to using envelopes when the current Coronavirus crisis is over, that will be absolutely fine.
* If you give cash in the collection plate please think about setting up a standing order. It will make a real difference to how well we weather this storm.
* If you are a UK tax payer and haven’t already signed a gift aid, it will make a big difference if you do so.
* If you usually support our fundraising events, could you work out how much you usually spend and give that amount as a one off donation in exceptional times?

You can set up a standing order using online banking, or make a one off donation directly into the church bank account. The name of our account is PCC of St Mary’s, Anywhere.

Our bank is XX Bank, address, address. Our sort code is 00-00-00 and account number is 00000000

If you would prefer not to use online banking to set up or amend your standing order, please fill in the form, below and return to our treasurer.

If you would prefer to set up or amend your standing order using
online banking please do so using the account details, above and let us know by email at treasurer@btinternet.com

* I would like to set up a new monthly standing order for £............................
* I would like to increase my monthly standing order by £ .............................
* I would like to make a one-off donation of £ ................................................

Name: .........................................................................................................................

Address: .......................................................................................................................

............................................................................................... Postcode: ...................

Email: .................................................................... Phone: .......................................

**INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY STANDING ORDER**

I wish to set up a standing order from my account at ……………………………………………………………… Bank

Address …………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………… Postcode …………………………………………………

My sort code is …………………………………… My account number is ……………………………………………………..

Please pay to …..Parish name …………………………… the sum of …..£xx.xx ….. on the ….xxth day each month

Commencing .. date ….. and continue until … date ……./or until otherwise instructed \*please delete

Please pay into the account of ……. Name of PCC’s bank account

Their sort code is …………………………………… Their account number is ……………………………………………………..

Signature ……………………………………………………………………………………………….. Date ……………………………………

**This instruction supersedes all previous instructions to this payee**

**GIFT AID DECLARATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **In order to gift aid your donations you must tick the appropriate box or boxes below** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |   |  | I want to gift aid my donations from this tax year onwards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |   |  | I want to gift aid all the donations I have made in the previous four tax years.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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 it is my responsibility to pay any difference. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Title |   |   | First name  |   |   |   | Surname |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Home address |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   | Postcode |   |   | Date |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| You must sign this box to show you agree to your details being held securely by the parish and the diocese, and being sent electronically to HMRC. They will be used for processing gift aid and for no other purpose. Your details will be retained for as long as required under the relevant Finance Act. |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Please notify the church if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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