

Dear Parishioner,

On behalf of the Friars and the Parish Finance Committee, we would like to thank you for your valuable contributions.

St Thomas of Canterbury Parish Office

Gift Aid Declaration & Standing Order Forms

What can be Gift Aided

Gift Aid includes all the donations you make:

- ⇒ Your weekly offertory
- ⇒ Second Collections
- ⇒ Christmas and Easter Offerings

Special appeals and any other one-off donations:

Special Appeals/ One-Off donations – you will usually find all-purpose blank envelopes at the back of the church for one-off occasions, such as appeals for disaster fund, etc.

You must quote your Gift Aid Reference number, when you use them. and/or your name and address and telephone number.

Guide notes

- ◆ You can cancel this declaration at any time by notifying the Parish Office.
- ◆ If your circumstances change, and you no longer pay enough tax to cover the amount, please contact the Parish Office.
- ◆ Higher rate taxpayers can claim back the difference between basic rate and higher rate tax. If you pay Income tax at the higher rate, you can claim further tax relief via your Self-Assessment tax return.
- ◆ Please notify the Parish Office if you change your name or address.
- ◆ Gift Aid is linked to basic tax rate. Basic rate tax is currently 20%, which allows charities to reclaim 25pence in the pound.
- ◆ Please request the Annual Statement for each tax year by emailing Parish Office.
- ◆ If you have any queries or questions, please do not hesitate to contact Parish Office on parishoffice@stthomaswoodford.org or call 02085041686.

*Data Protection Act 2018 – The information provided in the Declaration will be held by the Gift Aid Organisers and used to complete HM Revenue & Custom returns, to provide information for statutory/audit purposes, and to communicate with the donor. Details of how we process your data, and your rights, are on parish website: <https://www.stthomaswoodford.org/church-policies>

GIFT AID DECLARATION

The Brentwood Diocesan Trust – registered Charity Number 234092

Parish St Thomas of Canterbury, Woodford Green

Details of the relevant UK taxpayer (*please complete in capitals*).

Title..... **Name**.....

Surname.....

Address.....

Town.....**Post code**.....

*Please provide your contact details**

Phone.....

Email address.....

Preferred method of Giving:

*I wish to make a donation by **STANDING ORDER**. Please fill in the Standing Order form (on the opposite page) and return to the Parish Office or set it up online using the account details of the Restoration fund.*

*I wish to make a **ONE OFF DONATION**. Please pay online using the account details of the Restoration fund.*

Please treat as gift aid donation, all qualifying gifts of money made from the date of this declaration, or since

I am a UK taxpayer and understand that, if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

Date of Declaration

STANDING ORDER MANDATE

To : The Manager

..... **Bank Plc**

.....

.....**Post Code**

Please pay to:

National Westminster Bank Plc,
Wanstead

Account No: 41785436

Sort Code 60-24-25

Name on the account: **St Thomas of Canterbury Parish Account**

Registered Charity No. 234092

The sum of £.....

(in Words)

Monthly/Quarterly/Annually commencing on

Date..... Until the date.....

Name on the account:

.....

Account Number.....

Sort Code:

Who resides at:

Signature(s).....Date