STANDING ORDER FORM

St Matthew’s Parochial Church Council, 45 Carver Street, Sheffield, S1 4FT

***Please do NOT send this form directly to your bank***

TO : The Manager,

Bank name:…………………………………………………………………………………………...

Bank address…………………………………………………………………………………………

………………………………………………………Post Code…………………………………….

*Please tick the relevant box below:*

This is an instruction to create a new or additional standing, **or**

This is an instruction that amends an existing standing order

Please debit from my Account

Name(s) of Account Holder……………………………………………………….........................

Account Number:.................................................... Sort Code: .............................................

The Sum of £...........................................................................................................................

Payment Amount in words ....................................................................................................­­­­­­­­­­.

(dd/mm/yyyy)

/

First payment date: /

and on the same day in each succeeding month/quarter/year (please delete as applicable) until further notice.

Signature(s)…………………………………………………………………………………………..

Full name (please print).…………………………………………………………………………….

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

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

Date………………………………………………….

***I can confirm that I have set this Standing Order up through my bank***

*For office and bank use only*

Please credit: Lloyds Bank, 14 Church Street, Sheffield, S1 1HP

Account Name: St. Matthew’s P.C.C.

Account Number 03996810 – Sort Code 30 – 97 -51

Ref:\_\_\_\_\_\_\_\_\_\_

f

**St Matthew’s, Sheffield PCC**

**Gift Aid Declaration**



*If you are a UK taxpayer and eligible to Gift Aid donation, please complete the declaration below. This will increase your gift by 25p for every £1 given at no extra cost to you or to us. Thank you.*

Please treat as a Gift Aid donation all qualifying gifts of money made 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 the that tax year it is my responsibility to pay any difference.

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES**

1. Please notify the church/PCC if you:
   * Want to cancel this declaration
   * Change your name or home address
   * No longer pay sufficient tax on your income and/or capital gains

Gift Aid is linked to basic rate tax, currently 20%, which allows charities to reclaim 25p for every £1 donated.

1. If you pay Income Tax at the higher level or additional rate and want to receive 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.

*Please return this form to Christine Saynor or Carrie Fisher, or any church official*