

GUIDE NOTES

1. Donors must be taxpayers who pay an amount of income tax or capital gains tax equal to the amount of tax reclaimed by the charity on the donations in each tax year. The tax figure will be advised to you by the parish organiser.
2. If you pay tax at the HIGHER RATE you can personally claim further tax relief on the difference between the basic and higher tax rates when completing your Annual Self-Assessment tax return or by writing to your tax office.
3. Donors may at any time cancel their declaration effective from the date of notification or such later date as may be specified.
4. Please note if you make a declaration by telephone or e-mail, a copy will be sent to you to confirm the details.

YOUR PARISH ENVELOPE NUMBER

- The use of a personal number, when making donations, provides a means to maintain the privacy of the donor.
- Gift Aid includes all donations you make, i.e. your weekly offertory, second collections, special appeals plus any other one-off donations.
- When using blank envelopes to make a donation for personal intentions, or in response to a disaster appeal, you need to quote either your envelope number or your name and address to identify it as Gift Aid.

METHODS OF GIVING

OFFERTORY – either by using numbered envelopes, provided by your Parish Gift Aid Organiser, or by completing the attached bankers Standing Order Mandate, which avoids the last minute search for cash and assists in the administration and security of parish revenues.

SECOND COLLECTIONS – these are mostly provided for in the envelope scheme. Donors using standing orders will be issued with envelopes having a pre-allocated number, to record additional donations made by them.

SPECIAL COLLECTIONS – all-purpose envelopes will be provided at the back of the church for the one-off occasions of special appeals, mass stipends etc. Again just quote your number when used, or your name and address and/or telephone number.

STANDING ORDER MANDATE

INSTRUCTION TO:-

The Manager Bank plc,

Bank Address:

.....

..... Postcode

Please pay to:- HSBC PLC, HIGH STREET, BRENTWOOD, ESSEX.

Sort Code: 40 - 13 - 22 for the credit*

of THE CATHOLIC CHURCH OF:

Account No.:

Sort Code: (if parish banking details are different to above)

The sum of £ (in words)

monthly / quarterly / annually commencing 200

until further notice by me / us.

ACCOUNT TO BE DEBITED:

Account Name: Account No.:

Signature /s:

Signature /s: Date:

GIFT AID DECLARATION

The Brentwood Diocesan Trust

Parish..... (BR/..... /.....)
FOR OFFICE USE ONLY

I,
(SURNAME - BLOCK CAPITALS) (CHRISTIAN NAMES - BLOCK CAPITALS) Mr/Mrs/Miss/Ms

Address
.....
.....

Post Code Telephone No

*
 want my parish to treat all donations made since
..... or from the date of this declaration
to be **Gift Aid** donations, and for the charity to reclaim
the tax thereon until I notify you otherwise.

*
 want my parish to treat the enclosed donation as a
Gift Aid donation, and for the charity to reclaim the tax
thereon.

*Tick as appropriate

Date / /

PLEASE SEE NOTES OVERLEAF

Parish Envelope No: (For Parish office use)