

# New Standing Order Instruction

~ Your Bank Details ~

To .....Bank

Please set up this **Standing Order** and debit our account accordingly

## Your account details

Account Name.....	A/c No	<input type="text"/>
Account Holding Branch.....	Sort Code	<input type="text" value="- -"/>
Address.....		

### a) St Mary's - Payee Account Details

*Delete this section if you are paying St Luke's*

Name of organisation you are paying	<input type="text" value="Chiddingstone PCC St Mary's"/>
Sort code – of the organisation you are paying	<input type="text" value="40 - 20 - 35"/>
Account Number – of the organisation you wish to pay	<input type="text" value="21079220"/>
<b>HSBC Bank plc - London Road - East Grinstead - RH19 1AB</b>	

### b) St Luke's - Payee Account Details

*Delete this section if you are paying St Mary's*

Name of organisation you are paying	<input type="text" value="Chiddingstone PCC St Luke's"/>
Sort code – of the organisation you are paying	<input type="text" value="60 - 21 - 28"/>
Account Number – of the organisation you wish to pay	<input type="text" value="71344950"/>
<b>NatWest plc – 130 High Street - Tonbridge – TN9 1DE</b>	

## Payment Details

How often are the payments to be made?	<input type="text" value="Monthly"/>	
Date and amount of first payment	<input type="text" value="/ /"/>	<input type="text" value="£"/>
Date of final payment	<input type="text" value="To be advised"/>	

## Confirmation

Signature(s) <sup>x</sup> .....	x .....
Date .....	

**Name and address of Parish Treasurer –**  
Charles Aitchison, Gables Lodge, Chiddingstone Causeway, Tonbridge TN11 8JX

**GIVE THIS SECTION TO YOUR BANK**

**- ST MARY'S / ST LUKE'S PCC -**

Delete as necessary

**Gift Aid Declaration for a New Standing Order**

Please treat as Gift Aid donations all qualifying gifts of money made

Today     In the past 4 years     In the future

**By completing this section we will automatically treat all your donations as "Gift Aided" without further instructions from you**

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Title..... First name/s.....

Surname..... Address.....

..... Post Code.....

Date / /



Signature.....

Please notify the charity or CASC if you:

- a) Want to cancel this declaration
- b) Change your name or home address
- c) No longer pay sufficient tax on your income and/or capital gains.
- d) 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.

Charles Aitchison, Gables Lodge, Chiddingstone Causeway  
Tonbridge TN11 8JX

**SEND THIS SECTION TO THE ABOVE ADDRESS**

### ***What is Gift Aid?***

Gift Aid is an easy way for charities or Community Amateur Sports Clubs (CASCs) to increase the value of gifts of money from UK taxpayers by claiming back the basic rate tax paid by the donor.

### ***How does it work?***

***\*At present the Chancellor of the Exchequer has set the following*** - If you give £1 in the normal way St Mary's & St Luke's PCC's will receive precisely £1. But if you Gift Aid it then St Mary's will receive £1.25 - in other words increasing the value of your gift by a quarter. Gift Aid is claimed by us from the HMRC so you don't pay any extra but your donation increases thanks to Gift Aid.

### ***Who can use Gift Aid?***

Anyone who has paid enough income tax or capital gains tax to cover the amount reclaimed by St Mary's & St Luke's in the current financial year can use Gift Aid.

### ***Do I qualify for Gift Aid?***

All donors who pay enough income tax or capital gains tax to cover the 20 per cent tax we reclaim are eligible to take part. Taxes such as VAT and Council Tax do not qualify. If you qualify, you can **complete a Gift Aid Declaration now**.

### ***Do I need to make a separate Gift Aid declaration for each tax year?***

No, you only need to make a declaration once. This will apply to all past donations you have made in the last six years, and to all future donations.

### ***What if I pay a higher rate of tax?***

If you are a donor and pay a higher rate of tax you too can benefit from the tax relief as you can claim back the difference between the higher rates of tax at 40 or 50 per cent and the basic rate of tax at 20 per cent on the total value of your gross donation.

For more information on completing your self-assessment tax return, please visit the **Inland Revenue** website - [www.hmrc.gov.uk/individuals/giving/gift-aid](http://www.hmrc.gov.uk/individuals/giving/gift-aid)

### ***What if I stop paying tax?***

Simply **contact us** to cancel the declaration.

***\*Correct at 30 June 2014***