

# Standing Order Form



Please return the completed form to Richard Niskin (Assistant Treasurer) via the **response box** by the church entrance or in the collection. If you have set up a standing order online, or, if you have sent this form directly to your bank, **please also email the Assistant Treasurer** (richard.niskin@stag.org).

## TO THE MANAGER

(please print the full name and address of your bank)

Post Code:

## PLEASE PAY TO ST ANDREW THE GREAT CHURCH

at CAF Bank Ltd **Sort Code:** 40-52-40  
25 Kings Hill Avenue, Kings Hill, **Account No:** 00010307  
West Malling, Kent, ME19 4JQ

the sum of £ (in figures), (in words)

on the day of 20 (date of first payment)

and on the same date in every month / quarter / year\*

up to and including 20 \* or until further notice\*

\*delete as appropriate

Please cancel my existing standing order to St Andrew the Great Church for £

per (complete if this applies to you)

## Please debit my account:

Account Holder(s)

Account Number

Sort Code

Home Address

Signature

Date

20

**Data protection** In completing and submitting the Standing Order form, you agree that St Andrew the Great Church may collect, store and use any personal information you may be providing for the purposes of administering your giving and complying with any requests for information from HMRC.

# Gift Aid Declaration



If you are a UK taxpayer and eligible to Gift Aid your donation, please complete the form below and leave it in the response box at the back of the building or send it to the **Church Office**. This will increase your gift by 25p for every £1 given (at current tax rates), at no extra cost to you or us.

## TO THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY SEPULCHRE CAMBRIDGE (ST ANDREW THE GREAT CHURCH):

Please treat as Gift Aid donations 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 a tax year it is my responsibility to pay any difference.

## DONOR'S DETAILS:

(please fill out using block capitals)

Title:

First name or initial(s):

Surname:

Full home address:

Postcode:

E-mail address:

Signature:

Date:

## Please notify St Andrew the Great 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.

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.