

STANDING ORDER MANDATE

Appendix 1(e)

Please complete all sections of this form in **BLOCK CAPITALS**

To (Name of Bank)	
Address	
Post Code	

Account Holder(s)	
Address	
Post Code	

Sort Code					

Account Number							

Please pay the sum of £ **Monthly*** **Quarterly*** **Annually***

* Delete as appropriate

Commencing on and thereafter until further notice

Signature: _____ Date: _____

The Gift Aid Organiser to complete the following section:

To: HSBC Bank plc, 69 Pall Mall, London SW1Y 5EY	Parish/School: ‡
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Sort Code					
4	0	0	5	2	0

Account Number ‡							

Please quote Gift Aid Declaration Number‡:					
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Please cancel existing monthly/quarterly/annual‡ standing order for the above account for	£
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‡ Gift Aid Organiser to complete

Please return this form once completed to the Gift Aid Organiser

ROMAN CATHOLIC DIOCESE OF ARUNDEL AND BRIGHTON

Registered Charity No. 252878

**GIFT AID DECLARATION
(WRITTEN)**

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CODE Declaration No. (for office use)

Name (BLOCK CAPITALS) Please complete in Black ink

I			
Title	Christian Names	Surname	

Full Home Address (BLOCK CAPITALS)

of	
	Post Code
	Telephone No.
	email address: <input style="width: 50px;" type="checkbox"/>
	Please tick if you are happy to receive your tax letter by email <input style="width: 50px;" type="checkbox"/>

want to Gift Aid my donations I make in the future or have made in the past 4 years to the Roman Catholic Diocese of Arundel and Brighton. 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 that relevant tax year it is my responsibility to pay any difference.

Date of Declaration

**PLEASE COMPLETE THIS SECTION, TICK THE RELEVANT BOXES BELOW
AND RETURN TO YOUR GIFT AID ORGANISER**

NOTES TO DONOR:

1. 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 HMRC Revenue and Customs to adjust your tax code.
2. If you cease paying tax or wish to cancel this declaration at any time, please notify your parish/school organiser. The Diocese will not reclaim tax on donations made after the date of notification.
3. Please notify your parish/school organiser if you change your name, address, postcode or email address.
4. The parish/school has to record donations to reclaim tax. You can make your donations by standing order, cheque or numbered envelope to each parish/school fund separately.
5. Data Protection Act 1998. The Diocese will use the information supplied by you to reclaim tax from HM Revenue & Customs. Apart from this the Diocese will only use the information internally within the Diocese.

<u>PARISH</u>	<u>SCHOOL</u>
Method of Donation:	Method of Donation:
Options: 1) Bankers Order* <input type="checkbox"/>	Options: 1) Bankers Order* <input type="checkbox"/>
2) Envelope System* <input type="checkbox"/>	2) Cheque <input type="checkbox"/>
Or both <input type="checkbox"/>	3) Cash <input type="checkbox"/>
Parish Envelope Box Number: <input type="checkbox"/>	(in envelope please)
	*supplied on request

