



St. Michael's, Breaston – Standing Order Form

Please tick relevant box: Set up a new standing order Amendment to existing standing order

Your bank details (ignore this section if you will be setting this up via internet or telephone banking)

Account name _____ Sort code – –

Bank name _____ Account number

Bank address _____

Postcode _____

New standing order

Sort code **30-95-96** Beneficiary **ST MICHAELS BREASTON PCC** (no punctuation)

Account number **29089460** Date of 1st payment / /

Amount of first payment £ _____ Date of usual payment / (dd/mm)

Amount of usual payment £ _____ Date of last payment / /

or continue until further notice

Frequency of payment Weekly Monthly Quarterly Annually (tick one)

Amendment to an existing standing order

Beneficiary **ST MICHAEL'S BREASTON PCC**

Please amend From _____ To _____

Amount: £ _____ £ _____

The payment date: / / / /

Other amendments:

Personal details

Your name _____ Contact telephone number _____

Signature _____ Date / /

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If you pay tax, please complete the Gift Aid form below so that the PCC can reclaim the tax.



St. Michael's, Breaston – Standing Order Form Guidelines

New or existing standing order?

Tick the appropriate box. If you are setting up a new Standing Order, you should ignore the *Amendment to existing standing order section*. And likewise, if you are amending an existing Standing Order, ignore the *New standing order section*.

Bank details section

This is where you fill in details of your bank account, including the postal address of your bank so that we can send the completed form to them.

Alternatively, you may wish to set up the Standing Order yourself using internet or telephone banking, in which case you do not need to complete this section at all. Please email the Treasurer (or hand/post) with a copy of the form.

New standing order

If you are setting up a new Standing Order, complete this section. If you are amending an existing one, ignore this section.

Even if you are setting up the Standing Order yourself (via internet or telephone banking), please complete this section so that we can keep our records up to date. You can find the PCC's bank details (sort code and account number) here.

Normally the *Amount of first payment* and *Amount of usual payment* are the same. In most cases the *Date of usual payment* will be the same day and month as the *Date of first payment*. If you want the Standing Order to continue until further notice, then tick that box, and leave the *Date of last payment* blank.

Amendment to an existing standing order

Only complete the lines which are changing. If you cannot remember the "from" details, don't worry – simply write "NOT KNOWN".

If you want to change anything else (for example, the frequency), please write in the *Other amendments* box.

Again, if you are making changes via the internet or on the telephone, nevertheless please complete this section so that we can keep our records up to date or email the Treasurer to let him know the details ## breaston.treasurer@wdbchurches.org.uk

Personal details

Don't forget to complete this section

Gift Aid

If you pay tax, please consider filling out a Gift Aid form (which is very simple) so that the PCC can reclaim tax. With income tax at 20%, this means that every £1 you give is worth £1.25 to the church.

Finished? What next?

Once you have completed this form (and the Gift Aid form) please return it to the Treasurer and Gift Aid Secretary Paul Stuttle, 3 Far Croft, Breaston, Derby, DE72 3HL (or leave it in an envelope on the table at the back of church), or email it to the email addresses as above ##

Please do **not** send the form to your bank: this will be done for you.



St. Michael's, Breaston – Gift Aid Declaration

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Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by St. Michael's PCC from the tax you pay for the current tax year.
Your address is required to identify you as a current UK taxpayer.

Dear Treasurer/Gift Aid Secretary of St Michael's Breaston PCC

Please treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration and in the past four years. Yes, I am a UK taxpayer and I would like St Michael's Breaston PCC to treat all donations I have made for the four years prior to this tax year, today, and all donations I make from the date of this declaration as Gift Aid donations, until I notify you otherwise.

I 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 tax year it is my responsibility to pay any difference

Signed _____ **Date** ____/____/20____

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home address _____

Postcode _____

Please notify the Treasurer 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

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.

Please return this form to the Treasurer and Gift Aid Secretary Paul Stuttle, 3 Far Croft, Breaston, Derby, DE72 3HL (or leave it in an envelope on the table at the back of church or email it to breaston.treasurer@wdbchurches.org.uk)