



**St. Mary's, Draycott**  
**St. Chad's, Wilne**  
*Growing as followers of Jesus*

**The Parochial Church Council of Wilne with Draycott**  
 St. Mary's Church, Victoria Road, Draycott, DERBY, DE72 3PS

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 **20-63-25**      Beneficiary **PAROCHIAL CHURCH COUNCIL OF WILNE WITH DRAYCOTT**  
 (no punctuation – abbreviate to 'PCC' if necessary)

Account number **20922978**      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 **PAROCHIAL CHURCH COUNCIL OF WILNE WITH DRAYCOTT**

Please amend      From \_\_\_\_\_      To \_\_\_\_\_

The amount:      **£** \_\_\_\_\_      **£** \_\_\_\_\_

The payment date:        /   /          /   /

The date of last payment:        /   /          /   /

or until further notice       or until further notice

Other amendments:

**Personal details**

Your name \_\_\_\_\_      Contact telephone number \_\_\_\_\_

Signature \_\_\_\_\_      Date   /   /

Not for Bank use (tick one)

Please allocate this gift:    to the general fund (default): all       or **£** \_\_\_\_\_ of each payment

   to the \_\_\_\_\_: all       or **£** \_\_\_\_\_ of each payment

*giftaid it*

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



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## New or existing standing order?

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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 – [treasurer@stmichaelsbreaston.org.uk](mailto:treasurer@stmichaelsbreaston.org.uk).

### Personal details

Don't forget to complete this section. Please indicate how you would like your gift allocated:

### 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 (not on PCC) 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 [treasurer@stmichaelsbreaston.org.uk](mailto:treasurer@stmichaelsbreaston.org.uk).

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



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*giftaid it*

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

Gift Aid is reclaimed by the PCC from the tax you pay for the current tax year and up to 4 prior years. Your address is required to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below and complete the details and sign the form.

I want to Gift Aid my donation of £\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to:

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 tax year it is my responsibility to pay any difference.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**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 (not on PCC) 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 [treasurer@stmichaelsbreaston.org.uk](mailto:treasurer@stmichaelsbreaston.org.uk)).