

STANDING ORDER NOTIFICATION

(Please use this form to notify us of setting up regular giving by standing order.)

I AM SETTING UP A STANDING ORDER WITH MY BANK AS SHOWN BELOW:

NAME:

EMAIL:

AMOUNT IN £:

WEEKLY/MONTHLY:

STARTING ON (DD/MM/YY):

PLEASE TICK ONE BOX:

- THIS IS MY ONLY STANDING ORDER TO ST JAMES CHURCH
- OTHER STANDING ORDERS TO ST JAMES CHURCH CONTINUE UNCHANGED
- THIS REPLACES MY EXISTING STANDING ORDER OF £

**WEEKLY/MONTHLY/QUARTERLY/ANNUAL
(DELETE AS APPROPRIATE)**

PLEASE COMPLETE AND RETURN THE GIFT AID FORM OVERLEAF IF YOU WOULD LIKE ST JAMES TO CLAIM GIFT AID ON DONATIONS.

**THANK YOU IN ADVANCE
FOR YOUR GENEROSITY. ALL
GIVING TO ST JAMES IS
HUGELY APPRECIATED.**

GIFT AID DECLARATION

FULL NAME*:

ADDRESS*:

POSTCODE*:

TELEPHONE:

EMAIL:

*This information is necessary for your gift aid declaration to be valid.

If you're a UK taxpayer, using Gift Aid means that for every £1 you give, St James can claim an extra 25p from the Government – at not extra cost to you. This makes your gift go much further. We can claim Gift Aid on donations that you have already made, up to four years ago.

PLEASE TICK ONE OF THE BOXES BELOW AND SIGN AND DATE THIS DECLARATION SO WE CAN USE IT.

I am a UK taxpayer and understand that if I pay less Income Tax 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.

- All donations I have made for the four years prior to the date of this declaration, and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid donations.
- All donations that I make from the date of this declaration, until I notify you otherwise, as Gift Aid donations.
- The enclosed one-off donations, as a Gift Aid donation.

If you are happy for us to keep your name and contact details on our regular database, these will be processed in order to facilitate the workings of the church and will be held in compliance with the Data Protection Act 2018. However, if you would prefer us to keep your details on our giving database only (and not on the church database), please tick here

SIGNED

DATE

NOTES TO GIFT AID

1. You can cancel this declaration at any time by notifying the St James finance department.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax St James reclaims on your donations in the appropriate tax year.
3. If in the future your circumstances change, and you no longer pay tax on your income or capital gains equal to the tax that we reclaim, please let us know at accounts@st-james.org.uk.
4. If you pay tax at the higher rate, you can claim further tax relief in your self-assessment tax return. You could choose to nominate St James to

- receive your higher tax refund when completing your self-assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, you should contact the Finance department at St James or refer to help sheet HS342 on the HMRC website (www.hmrc.gov.uk).
6. If you change your name and address, please notify St James by emailing churchoffice@st-james.org.uk.