

# GIFT AID DECLARATION

The Brentwood Diocesan Trust – registered Charity Number 234092

## PARISH OF ST JOSEPH, UPMINSTER



*A message from Fr Matthew*

*I would like to take this opportunity to thank you for your financial support of the parish. Our church building was built through the generosity of past parishioners. We are reliant on the support of the present generation to meet the running costs of our building and all the costs associated with the mission of our parish. Giving is by far the most significant source of income, and I appreciate the sacrifice this entails. You do not have to give anything, but of course if no-one did then we would not be able to function as a parish community. The only aid we receive from the government is by way of the Gift Aid scheme. By signing up to this you allow us to claim an extra 25p for every £1 you give. This really does make a difference! Thank you.*

*Fr Matthew*

### DONOR'S DETAILS (please complete in capitals)

Title ..... Christian Names .....

Surname .....

Home Address .....

.....

Post Code ..... Telephone No .....

Email Address .....

Please treat as gift aid donation, all qualifying gifts of money made from the date of this declaration or since .....

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6<sup>th</sup> April to 5<sup>th</sup> April) that is at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 given.

I wish to give by (please tick)

Weekly Envelope

Standing Order

Date ...../...../.....

**(Return completed form to Parish Office)**

Parish Envelope No.

**(For Parish Office use)**

## GUIDANCE NOTES

1. If you make a declaration by telephone or email, a copy will be sent to confirm the details.
  2. You can cancel this Declaration at any time by notifying the Charity.
  3. If your circumstances change and you no longer pay enough income or capital gains tax to cover the amount claimed by the Charity, please contact the Charity.
  4. If you pay tax at the higher rate, you can claim further tax relief via your Self Assessment tax return (currently 25p for each pound you give).
  5. Please notify the Charity if you change your name or address.
- \* Gift Aid is linked to basic rate tax. Basic rate tax is currently 20%, which allows charities to reclaim 25 pence on the pound.
- \*\* Higher rate taxpayers can claim back the difference between basic rate and higher rate tax.

## YOUR PARISH ENVELOPE NUMBER

- \* The use of a personal number, when making donations, provides a means to maintain the privacy of the donor.
- \* Gift Aid includes all donations you make, i.e. your weekly offertory, second collections, special appeals plus any other one-off donations.
- \* When using blank envelopes to make a donation for personal intentions, or in response to a special appeal or disaster appeal, you must quote either your envelope number or your name and address to qualify it as Gift Aid.

## METHODS OF GIVING

**STANDING ORDER BANK MANDATE** - An increasingly popular option is for each of us to decide on the amount we wish to give each week or month in support of our Parish, and set up a standing order. If you use internet banking you can set this up yourself, using the sort code and account number opposite. Please include your name and your envelope number as the reference. Alternatively complete the mandate opposite and return to the parish office (we will add the reference and ask you to take it to you branch) .

**OFFERTORY** – cash or cheque using the numbered envelopes, provided by your Parish Gift Aid Organiser for each financial year.

**SECOND/SPECIAL COLLECTIONS** – these are mostly provided for in the envelope scheme. Donors using standing orders will be issued with envelopes to use for your Christmas and Easter offerings and second collection donations. Alternatively blank envelopes can be used by writing the name of the appeal and your envelope number.

**MASS OFFERINGS** – Envelopes are available for this purpose, and your offering is eligible for Gift Aid. Simply add your parish envelope number in the space provided.

**CARD/CONTACTLESS** – you can use the card payment screen in the porch, or give online via our website, and Gift Aid your donation at the same time.

# STANDING ORDER MANDATE

(When complete please return to Parish Office)

## INSTRUCTION TO:-

The Manager ..... Bank plc,

Bank Address: .....

.....

..... Postcode .....

Please pay to:- HSBC PLC, HIGH STREET, BRENTWOOD, ESSEX

Sort Code: 40-13-22 for the credit of

CATHOLIC CHURCH UPMINSTER ST JOSEPH

Account No 91019910

Reference (parish to complete)

The sum of £ ..... (in words) .....  
monthly/quarterly/annually commencing ..... 20...  
until further notice by me/us.

## ACCOUNT TO BE DEBITED:

Account Name .....

Account No ..... Sort Code: .....-.....-.....

Signature/s .....

Signature/s ..... Date .....