

# St Lawrence Stewardship Scheme



## (For new or existing Standing Orders)

If you would like to set up a new standing order or amend an existing one, please contact your Bank or complete a standing order form and return it **DIRECTLY TO YOUR BANK.**

**Please then complete the form below,** to notify the Stewardship Recorder of the details of the new/amended Standing Order:

**Full Name and Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**Amount** (in words and figures) \_\_\_\_\_

\_\_\_\_\_

**How often payments are made** (Please Circle):

Weekly    Monthly    Quarterly    Yearly    Other

Date standing order/amendment due to start: \_\_\_\_\_

## Gift Aid

**For New and Existing Standing Orders:** If you would like St Lawrence to claim gift aid on your donations please complete the Gift Aid Declaration.

# St Lawrence Gift Aid Declaration

*If you are a UK taxpayer and eligible to Gift Aid your donation, please complete the declaration below. This will increase your gift by 25p for every £1 given at no extra cost to you or us. Thank you.*

Please treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration and in the past four years. 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.

**Full Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### NOTES

1. Please notify the church/PCC 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. Gift Aid is linked to basic rate tax, currently 20%, which allows charities to reclaim 25p for every £1 donated.

2. 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.

