



PARISH GIVING SCHEME

Title: Mr Mrs Miss Ms Other

First name(s):

Surname(s):

Full home address:

Postcode:

Telephone:

Email:

I wish to donate

Please tick one **per month** **quarter** **year**

to the Parish Giving Scheme Registered Charity Number: 1156606

Starting on the 1st* of (month) (year)

*Please allow one month from today

NB: Only you can cancel your existing Standing Order

I wish to remain anonymous to my parish's
Planned Giving Representative (Please carefully read
 'How will our parish be notified of my donation?' on page 3)

Instruction to your Bank or Building Society to pay by Direct Debit

Name and full postal address of your Bank/Building Society

To: The Manager Bank/Building Society

Address:

Postcode:

Name(s) of Account Holder(s)

Branch Sort Code

Bank / Building Society account number

YES I wish to give a regular donation for my church

I wish my donation to: **St Matthew**
 Church / Parish name ...
 PGS Parish code **110611148**
 In the village / town / city **Salford Priors**
 In the Diocese of **Coventry**

I wish to support my future by agreeing to an annual inflationary increase on my gift. Please tick Yes

I understand that the new amount will be communicated to me by letter 30 days prior to the gift donation date. I have the right to opt out of this arrangement at any point in the future by communicating my wishes by letter, email or phone to the Parish Giving Scheme.

I wish to Gift Aid my donation *giftaid it*
Gift Aid makes every £1 worth £1.25

Please treat as Gift Aid donations all qualifying gifts of money made from the date of my first gift on this declaration and in the future.
 I am a UK tax payer 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.
 I understand the charity will reclaim 25p for every £1 that I give.

Signature Title:

Service User Number

4 2 1 4 0 2

Donor reference number (to be completed by PGS office)

P G S T H A N K Y O U

Instruction to your Bank or Building Society
 Please pay Parish Giving Scheme Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Parish Giving Scheme and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s)

Date

Please complete this page and send it to: **Parish Giving Scheme, Church House, College Green, Gloucester, GL1 2LY**

CUT HERE

This Guarantee should be detached and retained by the payer

The Direct Debit Guarantee



- ✓ This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- ✓ If there are any changes to the amount, date or frequency of your Direct Debit PGS will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request PGS to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- ✓ If an error is made in the payment of your Direct Debit, by PGS or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- ✓ If you receive a refund you are not entitled to, you must pay it back when PGS asks you to.
- ✓ You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

What next?

How do I go about signing up to the scheme?

Fill out the form opposite, with as much detail as possible using a black pen in BLOCK CAPITALS.

Detach it from this leaflet following the cutting line and post it to the address given below.

Important: It is essential to complete all sections of the gift form in particular 'Church / Parish name / Diocese of and Parish code'. Without this information in full the PGS cannot process your gift.

Note: We welcome gifts from couples, so if you wish to make a joint gift please write 'Mr & Mrs' in the 'other' box. For the purpose of Gift Aid however they need the signature of just one individual who pays sufficient tax to cover the gift. Please add your title in the Gift Aid signature box so they know which individual the declaration belongs to.

Then what can I expect?

Within 10 working days you will receive a letter confirming your personal details, the level, frequency and date of your first gift and the parish you wish to restrict it to. Please check this letter thoroughly to ensure that all the details are correct. In this letter you will receive a PGS reference number (located below the address) which needs to be retained by you, and quoted in any future communication you have with the Parish Giving Scheme. There will also be a bank reference code which begins with 'PGS Thank You', and ends with a unique number code. This is the description which will appear on your bank statement when each gift is given.

How will our parish be notified of my donation?

We will receive your gift in our parish bank account by the 10th of the month and Gift Aid will be received separately once the PGS has received it from HMRC. Our parish's Planned Giving Representative receives a statement detailing the names of those who have donated and all the gifts given through the PGS. The PGS will provide our parish's Planned Giving Representative with your postal address, however you can decide to remain anonymous by ticking the box on the right. If you decide to remain anonymous only the amount of the gift will be shared with our Representative. We wish to encourage you to remain known to us, so that we can thank you and tell you more about how you can support us and to avoid mistakenly approaching you in the future to consider a regular gift to our church.

I currently give by standing order; how do I stop this?

Unfortunately the PGS is unable to cancel a standing order for you, only you may do this. If you bank online it is very simple to do through your online account, otherwise you will need to contact your bank direct.

How do I go about changing my gift in the future?

We know that circumstances change and your ability to give may increase or decrease over time. If you wish to make a change please notify the Parish Giving Scheme using one of the methods provided in the contact information box below quoting:

- Your PGS reference number (found below your address on PGS correspondence)
- How much your existing gift is for
- What you would like it changed to
- When you would like this change to be brought into effect

Should you wish to have a confidential conversation about your options in changing your gift, please don't hesitate to contact our parish giving representative or the Parish Giving Scheme at the address below.

Note: For administrative reasons the Parish Giving Scheme cannot make any changes within 10 working days of the next gift date..

Who do I contact for help?

Parish Giving Scheme

Church House, College Green, Gloucester. GL1 2LY

Tel: 01452 835595 Email: info@parishgivingscheme.org.uk

www.parishgivingscheme.org.uk



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