

Guidance for completing this form

- 1) Make your offertory donation by **Standing Order** – this is one of the best ways you can support our parish. **If you already have a standing order, and wish to change the amount you give**, please complete the right hand side of the form which will instruct the bank to cancel your existing standing order and replace it with your new commitment.
- 2) Make your donation by weekly donation envelope – please tick this box if you wish to **start** using weekly donation envelopes **OR** if you wish to continue using your current batch of envelopes. You do not need to gift aid to donate by envelope.
- 3) If you would like us to send you information about **leaving a gift in your Will to the church**, or to receive information on Estate Planning and Will Writing services please tick the box.
- 4) **Gift Aid Declaration:** At the bottom of this form is the Gift Aid declaration. Gift Aid enables our parish to claim an extra 25p to every £1 that you give (at no extra cost to yourself). If you are a UK Income or Capital Gains tax payer, please sign up to Gift Aid.

Please renew your Gift Aid declaration today, to ensure we have your most up-to-date details and Gift Aid status. Please sign the declaration in **ONE NAME ONLY**. If you would like to backdate your Gift Aid donations, please insert the year from which you are eligible to backdate. You can backdate up to a maximum of 4 years.
- 5) **Volunteer Insert:** Here you will see there is the opportunity to sign up to a variety of volunteering opportunities in the parish. We shall contact you in the coming weeks to provide you with more information. I welcome you to mention if you have any other talents that could be of use to us as a parish community.

When you have completed this form please return it to the parish by either posting it in the collection boxes at the end of next week's mass, or post to:

St Raphael, St Raphael's Cottage, Portsmouth Road, Kingston-Upon-Thames, Surrey KT1 2NA. The form can also be emailed to surbiton@rcaos.org.uk

ST RAPHAEL SURBITON



MY PARISH COMMITMENT

ROMAN CATHOLIC ARCHDIOCESE OF SOUTHWARK

Registered Charity Number 1173050

In thanks for God's blessings and as a member of this parish, I will try my best to support the work and mission of my parish by: [PLEASE USE BLOCK CAPITALS]

- ☐ Starting a new contribution by giving £..... (circle) per week / month
- ☐ Continuing my current contribution of £..... (circle) per week / month
- ☐ Increasing my current contribution to £..... (circle) per week / month

Title Full Name:

Address

.....Postcode

Tel.....

By giving us your telephone number, you consent to being contacted via this method.

Email

By giving us your email, you consent to being contacted via this method.

I would like to make my contribution by: [PLEASE TICK ✓]

- ☐ **Standing Order** – please complete form opposite to set up a **NEW** standing order or to **REPLACE** an existing standing order.
- ☐ Weekly donation envelopes.
- ☐ **Please send information about leaving a gift in my Will to the church.**

Gift Aid Declaration - UK TAX PAYERS: Sign up to Gift Aid HERE to update our records, even if you have signed up before. Sign one name only. ☐ I wish to Gift Aid [Please ✓]

Title First Name..... Surname

I would like the Archdiocese of Southwark to treat all qualifying donations I have made since the 6th April 20.....*, and all donations I will make in the future until I notify you otherwise, as Gift Aid donations. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

Signed: Date:

*We can back-claim Gift Aid for up to the last 4 years, so please insert year as applicable.

For official use only

Parish Code:

Ref:

Protecting your privacy – Archdiocese of Southwark – Registered Charity Number 1173050

As a member of this parish, you are part of the Archdiocese of Southwark, and as such your personal details and donations will be stored securely on the Archdiocese of Southwark's database. We comply with data protection regulation and the Fundraising Regulator's code of practice. We will never sell your data to third parties. We (your parish office and the Diocese) will use your details to administer your gifts, occasionally send you news on the work of the Church, and give you the opportunity to support appeals. We only share information with external organisations working on our behalf or when required by law (e.g. to claim Gift Aid). You can read our full privacy policy on <http://www.rcsouthwark.co.uk/finance.html>. If you do not wish to receive these communications, please tick this box ☐

- ✓ **COMPLETE THIS FORM TO SET UP A NEW STANDING ORDER**
- ✓ **COMPLETE TO CHANGE YOUR EXISTING STANDING ORDER**

Standing Order Instruction

To the Manager ofBank / Building Society

Please set up the following Standing Order and debit my/our account accordingly

1. Account details

Name of account holder.....

Sort code Account Number

2. Payee details

Please pay the **NATWEST** Account Number: **36110469** Sort Code: **605001**
For the credit of **ST RAPHAEL'S CATHOLIC CHURCH**

3. About the payment

Payments to be made: Monthly ☐ Quarterly ☐ Half Yearly ☐ Yearly ☐

1st Payment (please allow 30 working days)

Date	Amount
	£

Thereafter make payments on theday until further notice (**payments will be made until you cancel this instruction**)

NOTE TO THE BANK:

This Standing Order is to **REPLACE** any existing Standing Order to the above bank account. Please print **DONOR'S SURNAME AND INITIAL** on the bank statement.

4. Confirmation

My Name:	
Address:	Customer
	Signature:
	Date:

← Please still complete & return this form to your parish, even if you are setting up a Standing Order yourself, for parish records & Gift Aid.

Website: www.straphaelsurbiton.org.uk