

Supporting the parish financially

Everyone is in a different financial position, and anything given to support the parish is gratefully received, and very carefully spent.

Please take time with this sheet: thank you for anything you give.

The very best way to support the parish is with a weekly or monthly **Standing Order**, which is also **Gift Aided**. You can do that by spending just 10 minutes with this form. It really matters because:

1. **Standing orders give us regular and predictable income**, which helps us much better in budgeting and planning parish expenditure.
2. **These days it costs us ever more money to bank cash** – as the banks don't like dealing with a lot of cash – especially coins – so they charge us for it.
3. **Gift Aid costs you nothing but makes all the difference** – last year nearly £15,000. It is money you have already paid in tax, that Gift Aid allows us to claim as a charity. None of your tax affairs, income status or anything else is disclosed to us. It is so simple. **If we had received Gift Aid on every part of the offertory and donations last year then it would have been £20,500** – an additional £5,500! Not everyone can Gift Aid – but every tax payer (including pensioners paying tax) absolutely can.

If you use Gift Aid envelopes please consider setting up a Standing Order. We will write to you about this in the next fortnight, and help you to move away from envelopes if possible.

If you have had a Standing Order for a while, this would be a good day to check if you are Gift Aiding it. You could also have a look at how much you give per week, or per month, and just see if it could be increased a bit, as the costs of everything have gone up.

If you need any help, or have any questions, please Email romford@dioceseofbrentwood.org

To create a Standing Order with Gift Aid, there are just three steps:

- A. **Fill out the Gift Aid form on the back of this sheet.** It will take you 3 minutes.
- B. **Set up a Standing Order with your bank.** You can do this via your Online Banking, or with a visit to your branch, and it will be a quick process. The information you need is:
Bank: HSBC Bank Plc, High Street, Brentwood, Essex, CM14 4RU
Account Name: Catholic Church Romford St Edward
Account Number: 21210696 **Sort Code:** 40-13-22
- C. **Return the Gift Aid form to the parish office – you can also scan/email it to Romford-giftaid@dioceseofbrentwood.org which will go to our Gift Aid organiser, Tony Hable.**

And that's it. All done!

If you cannot Gift Aid, you can still set up a Standing Order. Use the parish main account details:

Bank: HSBC Bank Plc, High Street, Brentwood, Essex, CM14 4RU
Account Name: Catholic Church Romford St Edward
Account Number: 51019066 **Sort Code:** 40-13-22

If you are not in a position to make a regular donation, then the best way to give is by using your contactless bank card to give £3, £5 or £10, using the machine at the back of the church.

And if none of that is possible, then of course cash, bitcoins, gold bars or clubcard points are all received, with thanks ...

GIFT AID DECLARATION

CATHOLIC CHURCH ROMFORD ST EDWARD

The Brentwood Diocesan Trust – registered Charity Number 234092

DATA PROTECTION ACT 2018 – *The information given on the Declaration below will be held by the Diocese of Brentwood and used to complete HM Revenue & Customs returns, to provide information for statutory/audit purposes, and to communicate with the donor. Details of how we process your data, and your rights, are on the Privacy Notice which is on the Diocesan website: <http://www.dioceseofbrentwood.net/diocese/data-protection/>.*

DONOR'S DETAILS (*please complete in BLOCK CAPITALS*)

Title _____ Christian Names _____
Surname _____
Home Address _____

Post Code _____
Telephone/Mobile _____
E-mail Address _____

Please treat all qualifying gifts and money received as gift aid donations from the date of this declaration or since [date] _____

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Signature _____ Date _____

For Parish Office Use: Parish Gift Aid Number:.....

GUIDANCE NOTES

1. If you make a declaration by telephone or email, the Parish will send a copy to you, confirming the details.
2. You can cancel this declaration at any time by notifying your Parish Gift Aid Organiser.
3. If your circumstances change and you no longer pay enough tax to cover the amount, please contact your Parish Gift Aid Organiser.
4. Please notify your Parish Gift Aid Organiser if you change your name or address.
5. If you pay income tax at the higher rate, you can claim further tax relief via your Self-Assessment tax return.
6. Gift Aid is linked to basic rate tax. Basic rate tax is currently 20%, which allows charities to reclaim 25 pence for each pound donated.

USING YOUR PARISH GIFT AID NUMBER

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

Please return this form to the parish office, or scan and send it to: Romford-giftaid@dioceseofbrentwood.org You can email any questions here too.