

- ☐ I am setting up a NEW Standing Order  
☐ I am updating my EXISTING Standing Order

### Standing Order Instruction

#### 1. Account details

To the Manager of .....Bank / Building Society

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

Name of account holder.....

Sort code 

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 Account Number 

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#### 2. Payee details

Please pay the **NATWEST** Account Number: **13204297** Sort Code: **60 08 14**

For the credit of **RCAS Petts Wood**

#### 3. About the payment

Payments to be made: Monthly ☐ Quarterly ☐ Yearly ☐

Date

Amount

1<sup>st</sup> Payment (please allow 30 working days)

	£
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Thereafter make payments on the ..... day until further notice (**payments will be made until you cancel this instruction**).

Please quote reference number: ..... /..... /.....

#### NOTE TO THE BANK:

This Standing Order is to REPLACE the existing Standing Order to the above bank account for:

£..... Per week/Month/Year

#### 4. Confirmation

My Name:

Address:

Customer

Signature:

Date:

WEEK 3

# ST JAMES THE GREAT PETTS WOOD



# MY PARISH COMMITMENT

ROMAN CATHOLIC ARCHDIOCESE OF SOUTHWARK  
Registered Charity Number 1173050

1

**My Details: [PLEASE USE BLOCK CAPITALS]**

Title ..... Full Name:.....

Address .....

.....Postcode .....

Tel.....

Email .....

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

2

**I (support/would like to support) the work & mission of my parish by: [✓]**☐ **Standing Order/s:** £ \_\_\_\_ . \_\_\_\_ every Month ☐ Quarter ☐ Year ☐

**Please either:** Complete the form on the back cover and hand it in to collecting volunteers or the parish office. We will arrange for this to be set up on your behalf.

Or tick ☐ **HERE** to let us know you will set up/amend your standing order/s via online banking

☐ **Weekly donation envelopes** – Please tick if you intend to start or continue giving this way☐ **Please send information about leaving a gift in my Will to the church.**

3

**Gift Aid Declaration: UK TAX PAYERS: Sign up to Gift Aid HERE.**

☐ **I wish to Gift Aid [Please ✓]** I would like the Archdiocese of Southwark to treat all qualifying donations I make today, and any donations I make in the future or have made in the past 4 years, 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 then the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay and difference.

Signed: ..... Date: .....

For official use only

Parish Code:

Env No:

GAD No:

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

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 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 <https://rcaos.org.uk/diocese/policies>. If you do not wish to receive communications, please tick this box ☐

**Guidance for completing this form**

*We encourage giving by monthly standing orders, to reduce risk and administration, whilst assisting us with budgeting*

- ❖ **Making your offering by Standing Order.** Whether using the "authority" overleaf or setting up / amending a standing order using on-line banking, **it is important to complete the payment reference correctly.**
- ❖ The reference should be split into 3 sections using the forward slash to separate each section. The 1st section identifies the Offering e.g OF for Offertory or BF for Building / Maintenance Fund. Then use the forward slash. The second section is either for your unique Gift Aid number (if you are a "Gift Aider") or NGA (Non-Gift Aider) followed by a separating forward slash. The last element of the reference should be your surname / last name or as much of it as will fit into the remaining reference space. EGs. **OF/999/Lastname or BF/NGA/Surname**
- ❖ If you wish to use the standing order instruction overleaf, please identify whether this is a new instruction or an amendment by ticking the appropriate box at the top of that section. If it is a new instruction, please also delete the NOTE TO THE BANK towards the bottom of the authority concerning it acting as a replacement instruction.
- ❖ **Making your donation by weekly donation envelope.** Please only tick this box (opposite under section 2) if you wish to start using weekly donation envelopes or if you wish to continue using your current batch of envelopes. You can use envelopes whether you Gift Aid or not.
- ❖ 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 or Will Writing services, please tick the relevant box opposite under section 2.
- ❖ Gift Aid Declaration. (Opposite - section 3 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.
- ❖ 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. We encourage you to share any other talents that could be of use to us as a parish community in the space provided.

**When you have completed the form please post it in the confidential box at the back of the Church or post it to: Parish Office, St James the Great Church, 281a Crescent Drive, Petts Wood, BR5 1AY. The form can also be scanned and e-mailed to the Parish office using the new e-mail address: [pettswood@rcaos.org.uk](mailto:pettswood@rcaos.org.uk)**