



Hastings Drive, Warndon Villages, Worcester, WR4 0SR
Registered Charity Number:1132700

**INSTRUCTION to a BANK or BUILDING SOCIETY
to make PAYMENTS by STANDING ORDER**

Name(s) of the Account Holder(s).....

Name of your Bank (or Building Society).....

Postal Address of Bank (or BS).....

.....

Account number Sort code.....

*Reference number (for Building Society accounts **only**).....*

Please credit the account of WOODGREEN EVANGELICAL CHURCH

- Sort code: 55-81-36
- Account: 01265415
- at National Westminster Bank plc, 1 The Cross, Worcester, WR1 3PR

The sum of £..... (*in figures*)(*in words*)

Commencing on (*date, including year*).....

And on the same day **each month**, until further notice is given by me.

*(If a different frequency or period of payment is required, please delete the sentence above and write your instructions **clearly** in CAPITAL letters below.)*

Signature of Account Holder(s)..... Date.....

Please return this form to Steve Marshall who will send it onto your Bank.

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GIFT AID DECLARATION

for past, present & future declarations

*** **PLEASE NOTE:** This declaration supersedes any previous instruction and is **mandatory** for any Gift-Aid to be reclaimed on your gifts for FY 2013-2014 onwards. Gift-Aid **will not be** reclaimed for any gifts from Apr'13 without a valid copy of this form with the Finance Team. ***

Please treat as Gift Aid donations all qualifying gifts of money made

today in the past 4 years in the future

Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Donor's details

Title ----- First name or initial(s) -----

Surname -----

Full home address -----

Postcode ----- Date -----

Signature -----

Return this form to the Finance team (c/o Steve Marshall). Please notify the Finance Team 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.

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.

You should keep a record of how much you give through the Gift Aid scheme so that you can enter it on any Tax Return you send to HMRC.

Woodgreen Evangelical Church, Hastings Drive, Warndon Villages, Worcester WR4 0SR
Registered Charity Number 1132700

Woodgreen Reference Number: Processed by: