

setting up your standing order

In order to set up a standing order with your Bank simply get in contact by going to your branch, writing,, emailing, phoning or going online and let them know:

- The amount you wish to give
- The frequency: weekly, monthly, quarterly or annually
- When you wish this to start
- The details of Knighton's Bank Account, which are:

Account Name: Knighton Evangelical Free Church

Bank Sort Code: 40-52-40

Account Number: 00014353

“remember this: whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously.”

2 Corinthians 9:8

gift aid declaration

If you are a tax payer, please complete this form in BLOCK CAPITALS and return to:

The Treasurer
Knighton Evangelical Free Church
Brinsmead Road
Leicester
LE2 3WB

(If you are not a tax payer, please ignore this form)

I, _____
(please fill in your full name and address)
Of _____

Postcode _____

want Knighton Evangelical Free Church to treat all donations I have made since 6th April 2000, and all donations I make from the date of this declaration until further notice, as Gift Aid donations.

Signed _____

Dated _____

please note

1. You can cancel this declaration at any time by notifying us in writing.
2. You must pay an amount of income tax and / or capital gains tax, at least equal to tax that we reclaim on your donations in the tax year (currently 25p for each £1 you give).
3. If, in the future, your circumstances change and you no longer pay tax on your income and / or capital gains equal to the tax you can cancel this declaration.
4. If you pay tax at a higher rate, you can claim gains equal to the tax you can cancel this declaration.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask us for further details or contact your local tax office for leaflet IR113 Gift Aid.
6. Please notify us if you change your name or address.



giving financially

sowing generously reaping generously

Guidance notes and forms for first time givers and for updating your giving

www.knighton.org.uk

giving - taxpayers (giving by standing order)

If you are a tax payer and would like to give by standing order, please follow the instructions contained on the back page of this document (i.e. gift aid declaration and how to set up a standing order with your bank).

giving - taxpayers (giving by cash or cheque)

If you are a taxpayer and would like to give by cash or cheque, please complete the gift aid declaration form only.

frequently asked questions

why should i fill in a gift aid declaration?

Filling in the gift aid declaration will enable us to be able to claim back from the Inland Revenue, approximately £25 for every £100 given (that being the amount of tax at the basic rate you will have paid on the money you are giving). As you can imagine, this provides a significant increase in the church's income in return for a little paperwork.

what if my financial circumstances change such that i wish to reduce or even stop my giving?

You are simply stating your intention to give to Knighton Evangelical Free Church. If your circumstances change for unseen reasons, you are free to stop your giving.

what if i'd like to increase my giving?

Just fill in a new standing order form or increase your cash or cheque donations as appropriate; the gift aid declaration will automatically cover you for the new amount.

what if i leave knighton free church or for some other reason wish to cease giving?

The same applies. You are not tied in any way. Just let us and your bank know.

what if i cease to be a taxpayer?

Let us know immediately so we can cease claiming tax back from the Inland Revenue at the appropriate point in the tax year (we may be able to claim tax back on gifts after your change in circumstances, due to the amount of tax you may have already paid that year).

how often shall i make payments?

Weekly, monthly, quarterly or annually - although monthly is preferable for us as it makes financial management easier.

what if i wish to give an additional one-off gift?

This is fine and can be made for any amount. The gift aid declaration you have made in this form means that we are able to claim the tax back on that amount from the Inland Revenue.

if i give cash or cheque, how do i ensure the tax can be claimed back on my gift?

If giving by cheque, just mark all cheques on the back with the gift aid number the Treasurer will give you. If giving by cash, please use an envelope and mark with your gift aid number.

what happens to the money i give?

Stewarding the Lord's money well is a high priority. Every effort is made to ensure money is used responsibly and wisely and to prevent wastage or theft.

As a charitable trust, we are governed by charity law. Our accounts are submitted annually and our Trustees ensure the money is used for the purpose for which it was given. Copies of the accounts will be made available if you would like to see them.

giving if you are not a taxpayer (giving by standing order)

If you are not a taxpayer (i.e. you are a student or perhaps not earning enough to pay tax this year) you should simply set up a standing order with your bank and ignore the gift aid declaration. Giving by standing order will be very helpful for yourself and the church for a number of reasons.

the benefits to you

1. It enables you to work out how much you want to give each month or each year, and for that to happen until you want to change it, without you having to think about it again.
2. You don't need to bring cash or a cheque book to church or remember when you've missed Sundays because your giving will happen automatically.
3. It helps you keep track of how much you are giving because it automatically appears on your bank statement.
4. You can stop giving in this way at any time, should you wish to, by simply informing your bank.

the benefits to the church

1. It saves on the banking of separate cheques and cash.
2. It enables your giving to automatically register on the computerised accounts and the church bank statements.
3. Knowing the regular amounts coming in enables us to budget and plan ahead more effectively.

thank you for your generosity!
“this service that you perform is not only supplying the needs of God's people but is also overflowing in many expressions of thanks to God.”

2 Corinthians 9:12