

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 our bank account which are:

Account Name:

Knighton 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 9:6

gift aid declaration

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for past, present & future donations

Name of charity:

Knighton Free Church

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 Knighton Free Church will reclaim 25p of tax on every £1 that I give.

Donor's details:

Title _____ First name or initial(s) _____

Surname _____

Full home address _____

Postcode _____ Date _____

Signature _____

Please notify us 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.



giving financially

sowing generously reaping generously

Guidance notes and form for first-time givers and for updating your giving

www.knighton.org.uk

giving by standing order for taxpayers

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 by cash or cheque for taxpayers

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 claim back from HM Revenue & Customs 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 Free Church. If your circumstances change, 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 HM Revenue & Customs 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 on this form means that we are able to claim back the tax you have paid on any amount you gave.

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. Checks are in place to ensure money is used well 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 by standing order if you are not a taxpayer

If you are not a taxpayer (e.g. 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 in advance the monthly or annual amount you want to give, and it will be paid directly without further action from you. You can of course change it at any time.
- 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 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