

BANKER'S ORDER

Please complete in BLOCK CAPITALS
and return this form to the address overleaf.

To the Manager _____
(name and address of your bank or building society)

Postcode _____

Please pay to Barclays Bank plc, Nottingham City Group, PO Box
No. 18, Nottingham. NG1 6FF (sort code 20 63 25) for the
account of Trent Vineyard, Nottingham (account No 80 00 83 46)
the sum of £..... (figures)
£..... (words)

Commencing on (date 1st to 25th), and
continuing thereafter MONTHLY (PREFERABLE)/QUARTERLY/
ANNUALLY (please delete as appropriate) until further notice.

Amended Payments only. This standing order replaces the
previous standing order in favour of Trent Vineyard, Nottingham,
in the sum of £
and dated
(only complete if applicable i.e. you are amending
a previous standing order).

Name _____
Name of account (if different) _____
Account No. _____
Sort Code _____
Home Address _____
Postcode _____
Signed _____
Dated (today's date) _____

**YOUR NAME AND ADDRESS WILL BE RETAINED
ON COMPUTER FOR USE BY TRENT VINEYARD.**

GIFT AID DECLARATION

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

Trent Vineyard, Nottingham
Finance Department
FREEPOST MID24265
Nottingham
NG7 2BR

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

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

Postcode _____

want Trent Vineyard, Nottingham to treat all donations I
have made since 6 April 2000, and all donations I make
from the date of this declaration until further notice, as
Gift Aid donations.

Signed _____
Dated _____ (today's date) _____

PLEASE NOTE

1. If your annual earnings are less than the amount of your total gift aided donations in any one year please let the business team know.
2. You can cancel this declaration at any time by notifying us in writing.
3. You must pay an amount of income tax and/or capital gains tax, at least equal to the tax that we reclaim on your donations in the tax year (currently 28p for each £1 you give).
4. 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.
5. If you pay tax at a higher rate, you can claim further tax relief in your Self Assessment tax return.
6. 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.
7. Please notify us if you change your name or address.

PLEASE RETURN TO TRENT VINEYARD

trentvineyard



GIVING FINANCIALLY TO THE CHURCH

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

www.trentvineyard.org

GIVING - TAX PAYERS (GIVING BY STANDING ORDER)

If you are a taxpayer and would like to give by Standing Order, please complete both forms contained in this document (ie Gift Aid Declaration and Banker's Order form).

GIVING - TAX PAYERS (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 claim back from the Inland Revenue, approximately £28 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 Trent Vineyard. If your circumstances change for unforeseen reasons, you are free to stop your giving; we just ask you to inform us in writing.

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 TRENT VINEYARD 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 that 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 you have paid on any amount you give, back from the tax office.

IF I GIVE CASH OR CHEQUE, HOW DO I ENSURE THE TAX CAN BE CLAIMED BACK ON MY GIFT?

By naming the gift. If giving by cheque, just mark all cheques on the back with the words 'Gift Aid'. If giving by cash, please use the envelopes provided on the information desk.

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 both a Charitable Trust and Charitable Company, we are governed by Charity and Company law. Our accounts are submitted annually, and our Trustees (who receive monthly copies of the income and expenditure) 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 fill in the Banker's Order Form and ignore the Gift Aid Declaration. Filling in the Banker's Order Form will be very helpful to 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 your 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 the Church and 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, FOR THE KING AND HIS KINGDOM,

