

## HOW DOES IT WORK?

- You make your gifts to Stewardship Services, through the Gift Aid Scheme. This scheme allows taxpayers to give to charities in such a way that tax you have already paid can be claimed back and added to your giving.
- We pass on the gifts, then claim and send on the tax that can be recovered. With basic rate tax at 22%, a gift of £100 increases in value to £128.

## WHAT PAYMENTS CAN I MAKE?

You can make regular payments from as little as £10 a month and single gifts of £30 or more.

## CAN ANYONE DO IT?

You need to be a taxpayer and pay enough income tax (at whatever rate) or capital gains tax in each tax year to cover the tax reclaimed on your giving.

## IS THERE ANY CHARGE?

Stewardship Services keep 3% of the total gift from the reclaimed tax, before sending the rest of the tax to the worker you support (a minimum deduction of £2 for a single gift applies). There is no direct cost to you.

## WHAT ARE MY OBLIGATIONS?

There is no legal commitment to continue. If for any reason you need to stop, you can

## WHAT ELSE SHOULD I KNOW?

- Your donations should not be based on the tax paid by another person (eg husband or wife) but **by you personally**.
- If you cease to be a tax payer or to pay enough tax, you should notify Stewardship Services so that we do not reclaim too much tax on your giving.
- You will be liable to refund the Inland Revenue if too much tax is recovered.
- Under the Gift Aid scheme, there are restrictions on giving to a worker who is a **close relative** (ie, your child, grandchild, parent, grandparent, brother, sister, or the spouse of any of these). If you are considering doing this, please check first with our office.

## HOW DO I START?

- Complete the application form & Direct Debit instruction.
- Detach the form, keeping this part.
- Post the form to: **Stewardship Services, FREEPOST (EDO 5086), Loughton, Essex IG10 3BR**

## THE DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Stewardship Services will notify you at least 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Stewardship Services or by your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to Stewardship Services.



## APPLICATION: PETER S WILLIAMS

### YOUR PERSONAL DETAILS

Surname	
Title	
Forenames	
Address	
Postcode	
Daytime tel	
email	
Do you already have an account with us?	<input type="checkbox"/> NO <input type="checkbox"/> YES, no:

### FOR A REGULAR GIFT

Frequency & amount	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
	£ _____ (Min: £10)	£ _____ (Min: £25)	£ _____ (Min: £100)
Choose day of month for payment collection:			
<input type="checkbox"/> 3rd <input type="checkbox"/> 13th <input type="checkbox"/> 23rd			
First payment date (allow at least 2 weeks):			
_____ / _____ / 200__			

### FOR A SINGLE GIFT

Single gifts of £30 or more	<input type="checkbox"/> I wish to make a single donation of: £ _____ (min. £30) and enclose my cheque payable to <b>Stewardship Services</b>
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### DECLARATION FOR TAX RECLAIM PURPOSES

I declare my intention that tax be recovered under the Gift Aid Scheme on all donations I make to Stewardship Services from 6th April 2000. I understand that I need to pay enough income tax or capital gains tax in each tax year to cover the amount of tax that Stewardship Services will reclaim on my giving.

Signed:

Date:

Ref: 77317

## INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS



### Name & address of your Bank/Building Soc

To:	Bank/Building Soc
.....	
.....	
.....	
Postcode:	

### Name(s) of Account Holder(s)

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### Bank/Building Society account number

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### Branch Sort Code

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

### Originator's Identification Number

9	8	2	1	1	7
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### Reference Number - office use only

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### Instruction to your Bank/Building Society

Please pay **Stewardship Services (UKET)** Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit guarantee. I understand this instruction may remain with Stewardship Services (UKET) and, if so, details will be passed electronically to my bank/building society.

Signature(s)
.....
Date

**DO NOT SEND TO YOUR BANK/BUILDING SOCIETY**