

# HOLY TRINITY CUCKFIELD PAROCHIAL CHURCH COUNCIL

Church Office, The Old School, Church Street, Cuckfield, West Sussex, RH17 5JZ

## REORDERING PROJECT FUND GIFT AID DECLARATION

I, .....  
(Title) (First Names) (Last Name)

of .....  
(House Name or Number) (Street)

.....  
(Locality) (Postal Town)

.....  
(County) (Post Code)

declare that I intend donating £..... per week\*/per month\*/ per quarter\*/ per annum\* in support of the Reordering Project Fund of HOLY TRINITY CHURCH CUCKFIELD from ..... (Date) until further notice and that these and any other donations that I may make to Holy Trinity Church Cuckfield should be treated as Gift Aid donation(s).

I intend paying the above regular amounts by Standing Order\*/ by cheque\*/ in weekly envelopes\*. I also declare that I am a UK taxpayer and that the amount of income tax I will be paying will be not less than the amount of tax that may be recovered on these donations (namely 25 pence for every £1.00 donated).

Signed: ..... Dated: .....

*\*delete that which is not applicable*

[If you are unable or do not wish to make the Gift Aid declaration please cross out the relevant sections.]

## STANDING ORDER MANDATE

To the Manager, .....  
(Bank Name) (Branch Name)

.....  
(No. and Street) (Town) (Post Code)

Please pay **Barclays Bank, Lewes Group of Branches** (Sort code: **20-49-76**) for the credit of **Cuckfield Parochial Church Council** Account No: **60026786** using the following reference when making payments - HT/RP FUND ..... (for Bank and PCC use only):

£..... [amount in words:.....] commencing on .....[date] and on the same day every month\*/ quarter\* year\* thereafter until further notice and debit my account accordingly.

Name of my account: ..... Account No: .....

Signed: ..... Dated: .....

*[\*delete that which is not applicable.]*

**Please see the Notes overleaf**

## REORDERING PROJECT FUND GIFT AID NOTES

### *THANK YOU*

*for considering supporting the Reordering Project at Holy Trinity Church Cuckfield through regular giving through which we can derive additional benefits from Gift Aid. Your assistance is greatly appreciated.*

The Gift Aid Declaration overleaf and accompanying Standing Order Mandate has been prepared to enable you to support us in this way. These notes may help you.

The **Gift Aid Declaration** enables us, *at no extra cost to yourself*, to claim directly from HM Revenue & Customs an amount equal to 25 pence for every £1.00 that you donate. This applies irrespective of the rate of tax you are paying. For the Declaration to be valid, however, you must pay an annual amount of tax not less than the amount of tax that may be recovered. The Declaration provides for regular payments to continue until you give notice to the contrary.

The Declaration may be signed at any time. If, however, you are also completing a **Standing Order Mandate**, it is preferable if both forms are completed at the same time, in advance of the start date under the Declaration. Ideally, the date of the first payment under the Mandate should be the same as the start date for your donations under the Declaration.

In the Mandate please do not fill in the 'reference'; this is for our own and Bank records.

As an alternative to making payments through the banking system, your donations may be paid by cheque or through the Church's weekly envelope system. If you will not be using the Mandate form please put a line through it.

The Declaration also covers any other additional contributions you may wish to make. As with the regular donations, these must be identifiable in writing by cheque, or by using the special envelope, which is readily available in the Church, or from the Church Office.

Please use capital letters and black ink if possible when filling in the forms.

**Please return the completed forms in confidence to:**

The Reordering Project Fund  
Holy Trinity Church Cuckfield  
Church Office  
The Old School  
Church Street  
Cuckfield  
West Sussex  
RH17 5JZ

Please do not send the Standing Order Mandate direct to your Bank or Building Society. We will do this for you after the relevant details have been recorded.

**If you have any queries** we will be pleased to assist you:

**Planned Giving:** Gerry Lerner, Planned Giving Secretary Tel: 01444 412716

**Reordering Project:** Colin Sewell-Rutter, Project Chairman Tel: 01444 459400