

Friends of St Giles' Cripplegate

Example instructions for completing a Standing Order online

1. Log in to your online banking provider

2. Select the appropriate payments and transfers page for Standing Orders

3. In the Standing Orders section select 'Create a Standing Order' (for example)

4. Type in the payee's name - **The Friends of St Giles' Church Cripplegate**

5. Type in our bank account number - **46963944**

6. Type in our sort code - **56-00-23**

7. Type in a reference – **please use your membership family name, followed by the initial of your first name (this helps us to connect your standing order payment with your membership record)**

8. Select a payment period – **memberships are annual. Please see our website for suggested tiers.**

9. Choose the account the standing order is to be paid from.

10. Enter the amount.

11. Select when and how often you want your standing order to be paid.

12. Authorise with your card-reader as required by your online banking provider (if supplied)

Please notify the secretary of the Friends by email that you have joined at: -

stgilesfriends@btinternet.com (please attach a completed Gift Aid pdf if applicable)

Gift Aid: -

Finally, if Gift Aid is applicable, kindly download this pdf and complete the Gift Aid section below and attach this to your email.



Gift Aid declaration

Boost your donation by 25p of Gift Aid for every £1 you donate

Please tick the box below to enable us to claim Gift Aid. This is reclaimed by The Friends of St Giles' from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

I want to Gift Aid all donations made from the date of this declaration and any donations I have made in the past four years to The Association of the Friends of St Giles Church Cripplegate, Registered charity no: 247575.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Title _____ **First name or initial(s)** _____

Surname _____

Full home address

Postcode _____ **Date** _____

Signature _____

Amount given £ _____

Please notify the Executive Secretary of the Friends at the address opposite or by email at stgilesfriends@btinternet.com if you: -

1. Want to cancel this declaration
2. Change your name or home address
3. 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.