

Gift Aid helps to  
pay our Heating,  
Lighting & Council  
Tax

Most of the money required to support our Church and its work comes from you, our parishioners, mainly through the money you put in the offertory collection at Sunday Masses. **Gift Aid** increases the value of your offertory donations by allowing us to reclaim basic rate tax on your gift. If you pay higher rate tax you can claim extra relief on your donations. For more information, see:

[www.hmrc.gov.uk/individuals/giving/gift-aid.htm](http://www.hmrc.gov.uk/individuals/giving/gift-aid.htm)

In 2016, **Gift Aid** from St Gregory's raised over £4,871 which helps to pay some of our bills and administration costs. However, we can only claim **Gift Aid** if you tell us you want us to by completing the form on the reverse of this flyer.

How to join

To join the scheme, all you have to do is complete the form overleaf and return it to the Gift Aid Secretary or the Parish Office (address below). The form can be used to make regular payments in either of the ways described below. Please make your intention clear in Part B of the form. All information you give is kept strictly confidentially and is only used for the administration of the scheme.

#### Standing Order

Many parishioners make monthly donations via their bank. To set up a standing order, please complete all three parts of the form overleaf and return it to the Gift Aid Secretary who will arrange for a reference number to be allocated and the form to be delivered to your bank. Standing Orders that reach the Gift Aid Secretary before the end of the first week of a month typically start on 6th of the next month.

#### Weekly Envelopes

Alternatively, you can give by cash or cheque in special numbered envelopes, which are put in the collection plate at Mass (all cheques should be made payable to "St Gregory's Parish"). The amount does not have to be the same every week, so don't worry if you are away or on holiday. Some 10% of members use the envelopes in addition to a Standing Order. For example, they may wish to place a token amount in the plate during the Offertory at Sunday Mass.



SCORE is Salisbury Catholics' outreach project which helps the poor both at home and overseas. There is a second collection for SCORE, usually on the third Sunday of each month. So that these donations are also covered by Gift Aid, each box of offertory envelopes contains 12 pink SCORE envelopes, one for each month. If you choose to give by Standing Order and would also like a set of envelopes just for the SCORE collections, please tick the SCORE box in part B overleaf. The parish also gives 10% of all its offertory income (including Standing Orders) to SCORE.

Please return completed forms to:

**The Gift Aid Secretary or The Parish Office, 95 Exeter Street Salisbury, SP1 2SF.**

#### **IMPORTANT GIFT AID NOTICE**

1. To Gift Aid your donations you must be a UK taxpayer.
2. You must have paid more Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed.
3. If not, please cancel your Gift Aid arrangements. It is your responsibility to pay any difference to the Tax Office.

**Thank you for helping with the cost of our Church's work.**

**Part A GIFT AID DECLARATION**

CLIFTON DIOCESE REGISTERED - Charity No: 1170168 Company No: 10462076

TITLE	FIRST NAME	SURNAME
<input type="text"/>	<input type="text"/>	<input type="text"/>
HOME ADDRESS		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		POST CODE: <input type="text"/>

Please complete your full name and home address above in BLOCK CAPITALS.

**For every £1 you donate the Diocese will claim 25p of Gift Aid.**

I declare that I wish the charity to treat all donations I have made for the four years prior to this year, and all future donations as Gift Aid donations. I confirm that I am a UK taxpayer and I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid on all my donations for each tax year it is my responsibility to pay any difference.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please notify the Parish Gift Aid Secretary if you wish to cancel your declaration (e.g. because you no longer pay sufficient tax) or if you change your name or home address.

**Part B FURTHER INFORMATION**

Please select how you would like to make your offerings by marking one or more of the boxes below with an X:

Monthly Standing Order .....	<input type="checkbox"/>	<i>Please complete Part C</i>
Weekly numbered envelopes .....	<input type="checkbox"/>	
Monthly SCORE Envelopes .....	<input type="checkbox"/>	<i>See "SCORE" overleaf.</i>
Single donation by cheque	<input type="checkbox"/>	<i>Please make cheque payable to "St Gregory's Parish"</i>

The following information is not essential but will help in case of a query:

Telephone  e-mail

CLIFTON DIOCESE REGISTERED - Charity No: 1170168. Company No: 10462076

**Part C Standing Order Instruction**

Please set up a Standing Order to pay

<i>Enter the amount to be paid in words ...</i>	£ <i>... and numbers</i>
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To **CLIFTON DIOCESE DONATIONS ACCOUNT**  
 at **National Westminster Bank plc**, 40 Queens Road, Bristol, BS8 1BF  
 Sort Code : **52-10-03** Account No. **66849357**

commencing on the 6<sup>th</sup> day of \_\_\_\_\_ (or the 6<sup>th</sup> day of the next month if mandate received after the above date) and monthly thereafter, until further notice.

*(Reference allocated by Clifton Diocese.)*

Bank please use reference .....

**This is an NEW / AMENDED / ADDITIONAL mandate** *(delete as appropriate)*

All instructions regarding Standing Order reference \_\_\_\_\_ to be cancelled.

To:

The Manager	<input type="text"/>		
Address:	<input type="text"/>		<input type="text"/>
	<input type="text"/>		Post Code: <input type="text"/>

*Insert the name, address and postcode of your bank / building society here. The correspondence address is normally shown on your statements.*

**My bank account is:**

Bank Sort Code	<input type="text"/>	Account Number	<input type="text"/>
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*Insert the 6-digit sort code of your branch and your bank account number here. They are normally at the top right-hand corner of your cheques and/or on your bank statements.*

**From:**

(Name):	<input type="text"/>		
of (Address):	<input type="text"/>		<input type="text"/>
	<input type="text"/>		Post Code: <input type="text"/>

*Insert your name, address and postcode here.*

Signed	Date
<input type="text"/>	<input type="text"/>

*NB. If you are informing your Bank of this standing order via the INTERNET or telephone banking, please obtain your GIFT AID Donation number from the parish Gift Aid secretary first and make sure your bank quotes the number as the reference on all payments.*

**Without this number your donations may not reach your chosen Parish**

Do not detach.

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