# To make a donation to our parish, please complete this form and post it into:

**Standing Order Instruction**

**1. Account details**

To the Manager of Bank / Building Society

**Please set up the following Standing Order and debit my/our account accordingly**

Name of account holder………………………………………………………………………………………………………

Sort code

Account Number

**2. Payee details**

Please pay the **NATWEST** Account Number: **79124429** Sort Code: **605001**

For the credit of **RCAS ST ANN'S - KINGSTON HILL**

**3. About the payment**

Payments to be made: Monthly

Quarterly

**Date**

Yearly

**Amount**

1st Payment (please allow 30 working days)

Thereafter make payments on the day until further notice **(*payments will be made until***

***you cancel this instruction*)**

**NOTE TO THE BANK:**

**This Standing Order is to REPLACE any existing Standing Order to the above bank account. Please print DONOR’S SURNAME AND INITIAL on the bank statement.**

**4. Confirmation**

Date:

Customer

Signature:

Address:

My Name:

£

**4**

St. Ann, St. Ann's House, Kingston Hill, Surrey, KT2 7LX  **I am setting up a NEW Standing Order**

# I am updating my EXISTING Standing Order.

|  |  |
| --- | --- |
| **1** | **My Details: [PLEASE USE BLOCK CAPITALS]** |
| **Title** ……………. **Full Name**: ………………………………………………………………………………………………………….**Address** ………………….……………………………………….………...………………………………………………………….….……………………………………………………………………………….………..**Postcode** ……..…………………………………**Tel**…………………………………………………………………………………………………………………………………..…………..**Email** ………………….……………………………………….………...………………………………………………………….……..*By giving us your telephone or email, you consent to being contacted via this method.* |
| **2** | **I would like to support the work & mission of my parish by: [TICK****]** |
| * **Standing Order: £ . every Month Quarter Year**

**Please either:** Complete the form (right ) and post this entire form to the Parish Office address above. The archdiocese will set up your standing order on your behalf.**Or tick HERE** to let us know you have set up your standing order yourself via online banking, using the payee details opposite.* **Weekly donation envelopes**
* I enclose a **Cheque** made payable to **‘RCAS ST ANN'S - KINGSTON HILL’.**
* **I have made a donation of £ . via BAC’s Transfer,** to the payee details as printed on the standing order form 
* **Please send information about leaving a gift in my Will to the church.**

**Gift Aid Declaration: UK TAX PAYERS: Sign up to Gift Aid HERE.****I wish to Gift Aid [Please***✓***]** I would like the Archdiocese of Southwark to treat all qualifying donations I have made since the **6th April 20… \***, and all donations I will make in the future untilI notify you otherwise, as Gift Aid donations. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.**Signed:** ……….……………………………………………………………………….. **Date**: ..……………………………………………………….. |

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**Protecting your privacy – Archdiocese of Southwark – Registered Charity Number 1173050**

Your personal details and donations will be stored securely on the Archdiocese of Southwark’s database. We comply with data protection regulation and the Fundraising Regulator’s code of practice. We will never sell your data to third parties. We will use your details to administer your gifts, occasionally send you news on the work of the Church, and give you the opportunity to support appeals. We only share information with external organisations working on our behalf or when required by law (e.g. to claim Gift Aid). You can read our full privacy policy on [http://www.rcsouthwark.co.uk/finance.html.](http://www.rcsouthwark.co.uk/finance.html) If you do not wish to receive communications, please tick this box