

# **STANDING ORDER INSTRUCTIONS**

**YOU CAN SET UP YOUR STANDING ORDER BY ONLINE/TELEPHONE BANKING OR IN PERSON AT YOUR BANK. PLEASE USE THE FOLLOWING INFORMATION:**

**Recipient Account Name:** All Saints' Church  
**Bank:** Danske Bank, University Road, Belfast  
**Account Number:** 51000667 **Sort Code:** 95-01-49  
**Reference:** *please include your first and last name*

Please also complete the form below:

**Title** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone \_\_\_\_\_

I have set up a standing order for £\_\_\_\_\_ **every month/quarter/year/other** \_\_\_\_\_

You can change or stop a standing order at any time by contacting your bank.  
Please also let the treasurer know as this helps with planning.

## **GIFT AID**

Currently Gift Aid gives All Saints' an extra 25p for every £1 you donate. Gift Aid is an income tax relief designed to benefit charities. If you're a UK taxpayer, Gift Aid increases the value of your donations by 25% because we can reclaim the basic rate of tax on your gift at no extra cost to you.

In order to Gift Aid your donation please tick the box below:

I want to Gift Aid this donation, and any donation I make in the future or have made in the past 4 years to All Saints' Church.

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.

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

**Please notify the treasurer if you:**  
- want to cancel this declaration  
- change your name or home address

- 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.