

## bankers order

Please complete in BLOCK CAPITALS and return this form to the address overleaf.

To: The Manager  
(name and address of your bank or building society)

Postcode:

Please pay to the Co-operative Bank, PO Box 250,  
Delf House, Skelmersdale, Lancashire WN8 WT.  
Sort code: 08-92-99 for the account of **Vineyard  
Network Church Birmingham**  
Account No: 65244788.

The sum of £ (figures)  
(words)

Commencing on (date)

And continuing thereafter  
MONTHLY / QUARTERLY / ANNUALLY  
(please delete as appropriate) until further notice.

Reference:  
(including a reference - preferably your name enables us to identify  
where the funds are coming from)

Name of account to be debited:

Account no:

Sort code:

Home address:

Postcode:

Signed:

Dated:

## gift aid declaration

Name of charity:  
**vineyard network church birmingham**  
charity number: 1056661

Details of donor

Title:

Forename (s)

Surname

Address

Postcode

I want **vineyard network church birmingham** to treat  
all donations I have made in the past 6 years and all  
donations I make from the date of this declaration until  
I notify you otherwise as Gift Aid donations.

Signed

Date

**Tax note: You must pay, in the relevant tax year, tax;  
or capital gains tax equal to the tax we reclaim on  
your donations (25p for every £1 you give). The  
Government will pay to vineyard network church  
birmingham an additional 3p on every £1 you give  
between 6 April 2008 and 5 April 2001. This  
transitional relief for charity does not effect your  
personal tax position. If you cease to pay tax for any  
reason please notify us immediately so that we stop  
claiming tax from the Inland Revenue.**

network house  
174-178 barford street  
birmingham  
b5 7ep

t: 0121 622 1230

e: [info.birmingham@vineyardnetworkchurch.com](mailto:info.birmingham@vineyardnetworkchurch.com)

w: [www.vineyardnetworkchurch.com](http://www.vineyardnetworkchurch.com)

## Giving financially to the church

Guidance notes and form for first-time  
givers and for updating your giving



## giving - tax payers

### Giving by Standing Order

If you are a taxpayer and would like to give by standing order, please complete both forms contained in this document (ie Gift Aid Declaration and Bankers Order form).

### Giving by cash or cheque

If you are a taxpayer and would like to give by cash or cheque, please complete the Gift Aid Declaration form only.

## frequently asked questions

### Why should I fill in a Gift Aid Declaration?

Filling in the Gift Aid Declaration will enable us to claim back from the Inland Revenue, approximately £28 for every £100 given (that being the amount of tax at the basic rate you will have paid on the money you are giving). As you can imagine, this provides a **significant** increase in the church's income in return for a little paperwork.

### What if my financial circumstances change such that I wish to reduce or even stop my giving?

You are simply stating your intention to give to Vineyard Network Church Birmingham. If your circumstances change for unforeseen reasons, you are free to stop your giving; we just ask you to inform us in writing. The same applies if you choose to leave the church - you are not tied in, in anyway.

### What if I'd like to increase my giving?

Just fill in a new standing order form, or increase your cash or cheque donations as appropriate; the Gift Aid Declaration will automatically cover you for the new amount.

### What if I cease to be a taxpayer?

Let us know immediately so that we can cease claiming tax back from the Inland Revenue at the appropriate point in the tax year (we may be able to claim tax back on gifts after your change in circumstances, due to the amount of tax you may have already paid that year).

### How often shall I make payments?

Weekly, monthly, quarterly or annually - although monthly is preferable for us as it makes financial management easier.

### What if I wish to give an additional one-off gift?

This is fine and can be made for any amount. The Gift Aid Declaration you have made in this form means that we are able to claim the tax you have paid on any amount you give, back from the tax office.

### If I give by cash or cheque, how do I ensure the tax can be claimed back on my gift?

By naming the gift. If giving by cheque just mark all cheques on the back with the words 'Gift Aid'. If giving by cash, please use the envelopes provided.

### What happens to the money I give?

Stewarding the church's money well is a high priority. Every effort is made to ensure money is used responsibly and wisely. Checks are in place to ensure money is used well, and to prevent wastage or theft.

As both a Charitable Trust and Charitable Company we are governed by Charity and Company Law. Our accounts are submitted annually, and our Trustees (who receive copies of the income and expenditure) ensure the money is used for the purpose for which it was given. Copies of the accounts are available, if you would like to see them.

## giving - if you are not a taxpayer (giving by standing order)

If you are not a taxpayer (eg. you are a student or perhaps are not earning enough to pay tax this year), you should simply fill in the Banker's Order Form and ignore the Gift Aid Declaration. Filling in the Banker's Order Form will be very helpful to yourself and the Church for a number of reasons:

### The benefits to you:

- 1 It enables you to work out how much you want to give each month or each year. Once set up this arrangements continues automatically until you want to change it.
- 2 You don't need to bring cash or a cheque book to church, or remember when you've missed Sundays, because your giving will happen automatically.
- 3 It helps you keep track of how much you are giving, because it automatically appears on your bank statement.
- 4 You can stop giving in this way at any time, should you wish to by simply informing the Church and your bank,

### The benefits to the church:

- 1 It enables us to budget and plan ahead more effectively, knowing the regular amounts coming in.
- 2 It saves time when we don't have to bank many separate cheques and cash.
- 3 It enables your giving to automatically register on the computerised accounts and the Church bank statements.

Of course, if you wish to give and you are not a taxpayer and also do not want to give through the bank, you may simply give through the collection and ignore the forms in the document.

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Thank you for your generosity,