



Stewardship Giving

The money you give to St Martin's and St Stephen's is used to maintain our church buildings internally and externally, to meet the costs of employing our paid staff and our contribution to the Diocese, as well as to support our mission work in the parish and elsewhere.

The Stewardship scheme enables individuals to give in the way that suits them best, while at the same time enabling us to budget our expenditure. We hope this guide will help you find the method of giving that suits you best, while at the same time helping us to minimise administration.

Stewardship is for committed givers, whether or not they are taxpayers. For tax payers, we are able to make maximum use of the Government's Gift Aid scheme as we are able to reclaim an additional 28p for every £1 we are given through the Stewardship Gift Aid arrangements.

This leaflet also describes what we do behind the scenes to record your giving and to claim the Gift Aid from the Government.

Giving by banker's order

For you, giving by banker's order ensures that your giving is on a planned and regular basis (monthly, quarterly or annually, whichever suits you best). Your giving continues, whether you attend church or are away. We have green tokens, available at the back of church, for you to put in the plate, should you so wish. These confirm that you are giving by banker's order.

If you would like to give by banker's order, please complete the banker's order form on the back page of this leaflet. If you are a UK taxpayer, please also complete the Gift Aid form.

For us, banker's orders provide a regular income from giving, enabling us to budget more easily. Banker's orders are also the simplest form of Stewardship giving to administer. We update our Stewardship records from monthly bank statements and twice a year we prepare a schedule from these records, which we sent to the Inland Revenue to claim the Gift Aid. After the end of each tax year, we use our records to confirm to you how much you have given during the year under the Gift Aid scheme, as you may need this information for your tax return.

Giving by weekly envelope

For you, giving by weekly numbered envelope enables you to give on a regular committed basis. You have a pack of envelopes containing one for each week of the year. Each pack has a unique number and there is an envelope for each week with your number and the date printed on the outside. Each week (or month if you prefer), you put the envelope containing your giving in the plate. If you are away, you can make up by putting more than one envelope in the plate on your return.

If you would like to start giving by weekly envelope, please complete the form on the next page of this leaflet. If you are a UK taxpayer, please also complete the Gift Aid form.

For us, weekly envelopes provide a committed flow of giving which is relatively easy to administer. After each service, the envelopes are emptied and the amounts given are recorded both on the envelope and on a schedule. Each week, we update our Stewardship records from the envelopes and schedules. Twice a year we prepare a schedule from these records, which we sent to the Inland Revenue to claim the Gift Aid. After the end of each tax year, we use our records to confirm to you how much you have given during the year under the Gift Aid scheme, as you may need this information for your tax return.

Giving by cheque

For you, you have the flexibility of deciding what to give and when. Cheques may also be used for additional one-off giving. Cheques should be sent to the Stewardship Recorder at the address below. If we do not hold a Gift Aid form, we will contact you to ask you to complete one if you are a UK Taxpayer. This will enable us to reclaim tax under the Gift Aid Scheme.

For us, we welcome giving by cheque. We are able to record the giving on our Stewardship records and to reclaim tax under the Gift Aid scheme.

Giving by Gift Aid Envelope

For you, Gift Aid envelopes are available at the back of church and also at pew row ends. By using Gift Aid envelopes for your plate giving, you enable us to reclaim an additional 28p for every £1 you give. To enable us to reclaim the tax, your full name and address **must** be completed on the envelope (if the envelope is not fully completed, we cannot reclaim the tax). If you wish to give on a regular basis, you may prefer to have a set of weekly numbered envelopes instead (see above) as this saves you the trouble of having to fill in your name and address on every envelope.

For us, as for weekly envelopes, the gift aid envelopes are emptied after each service and the amounts given recorded on the envelopes and on a schedule. The name, address and amount given are recorded on our Stewardship records so that we may reclaim the tax. Twice a year, a schedule is produced for the Inland Revenue from these records.

Giving through your Tax Return

For you, when completing your tax return, you may opt to have any tax refund paid to us, with the Gift Aid tax reclaim automatically added by the Inland Revenue. All you need to do is put our code QAB94GG in box 19A.3 of your tax return and tick box 19A.4.

For us, your tax refund is credited directly to our bank account!

.... And Next?

If you would like to start giving by weekly envelope or to start / increase your giving by Banker's order, please complete this form and return it to The Stewardship Recorder, c/o The Parish Office, Church House, Church Street, Epsom, KT17 4PX or give it to a sidesperson.

Giving by Weekly Envelope

If you would like to start giving by weekly envelope, please give your contact details here:

Title: Mr / Mrs / Miss / Ms / **Full Name:**

Address: **Post Code:**

Please indicate below how you would like to receive your pack:

*I would like my pack of envelopes left for me in the mail
pigeon holes at back of church* *Yes / No*

Please send my envelopes to me at the above address *Yes / No*

Gift Aid Declaration

(to be completed only if you are a tax-payer)

Full Name*(in block capitals, please)*

Address **Post Code**

To the Parish Church of St Martin of Tours with St Stephen-on-the-Downs: I want all donations I've made since 6 April 2000 and all donations in the future to be Gift Aid until I notify you otherwise.

Signature **Date**

Note: You must pay at least as much tax as we shall be claiming each year on your donation.

Giving by Banker's Order

To the Manager, Bank plc

Address:

..... Post Code

Please pay to the account of the Parochial Church Council of St Martin's at the NatWest Bank Plc,
Sort Code: - - Account Number: [to be inserted by the stewardship recorder.]

The sum of £ commencing on and like sum every month / quarter / year
until/ further notice

Signature:.....

Full Name:

Address:

..... Post Code

Account Name:

Account Number Sort Code://

This replaces any other banker's orders to the above payee.

Gift Aid Declaration

(to be completed only if you are a tax-payer)

Full Name(in block capitals, please)

Address

..... Post Code

To the Parish Church of St Martin of Tours with St Stephen-on-the-Downs:

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