



I would like to open a giving account to support:  
**St Lawrence Jewry Guild Church Council**

Prefer to do this online? Go to [www.give.net/20133858](http://www.give.net/20133858)

To open a church, charity or corporate giving account, please contact Stewardship for the appropriate form.

**A. Your contact details** Please complete in BLOCK CAPITALS using BLACK INK.

Title:	Forename(s):	Surname:
Home address:		
		Postcode:
Email:		Daytime telephone:
Do you already have an account with Stewardship? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, what is your account number? <input style="width: 150px;" type="text"/>
Stewardship will communicate with you by email unless specified. To receive communications by post, please tick here <input type="checkbox"/>		

**B. My Gift Aid declaration**

**In order to Gift Aid your donation, please tick the box below to boost your giving by 25 pence for every £1 you give.**

I want to Gift Aid this donation and any donations I make in the future or have made in the past 4 years to Stewardship (full name Stewardship Services (UKET) Limited). I am a UK tax payer 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.

*giftaid it*

Signature:	Date:
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**C. Direct Debit Instruction**

**Instruction to your bank or building society to pay by Direct Debit**  
 Name and full postal address of your bank or building society:

Bank / Building Society:	Instruction to your bank or building society. Please pay Stewardship (Stewardship Services (UKET) Limited) Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Stewardship and, if so, details will be passed electronically to my bank/building society.	
Address:		
Postcode:		
Name(s) of account holder(s):		
Bank / Building society account number:		
Branch sort code:		
Banks and Building societies may not accept Direct Debit Instructions for some types of accounts.		

Signature(s):		Service user number:								
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		Stewardship, 1 Lamb's Passage, London EC1Y 8AB								
Print Name(s):		Date:								

**The Direct Debit Guarantee: This Guarantee should be detached and retained by the payer**

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

- If there are any changes to the amount, date or frequency of your Direct Debit, Stewardship will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Stewardship to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Stewardship or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Stewardship asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## D. Details of my support

### Regular giving

Please make the following monthly donations from my giving account:

RECIPIENT DETAILS (Name, Address, Charity Number etc.)	AMOUNT	SEND GIFT AID*	START DATE	ANONYMOUS
1. St Lawrence Jewry Guild Church Council	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	D D M M Y Y	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	D D M M Y Y	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	D D M M Y Y	<input type="checkbox"/> Yes <input type="checkbox"/> No
In addition, to the above, I would like to add the following monthly amount to build a balance in my Stewardship account to donate later:	£			
<b>Total of monthly giving to be transferred from my bank account:</b>	<b>£</b>			

### One-off giving

I would like to make a one-off gift for the support of:	AMOUNT	SEND GIFT AID*	ANONYMOUS	PAYMENT METHOD
1. St Lawrence Jewry Guild Church Council	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Direct Debit <input type="checkbox"/> Cheque**

\* If you are a UK tax payer, requesting that we send the Gift Aid amount will increase the value of the donation to your requested recipient by 25% (minus Stewardship's deduction). If you do not tick this box but complete the Gift Aid declaration in section D, the Gift Aid we reclaim on your behalf will be added to your Stewardship giving account balance (minus Stewardship's deduction).

\*\* Please make cheques (minimum £30.00) payable to 'Stewardship'.

## E. Things you need to know

### 1. Gift Aid tax claims

- 1.1 If you are a UK tax payer, we may be able to reclaim tax on your gifts to Stewardship under the Gift Aid Scheme.
- 1.2 You need to have paid enough income tax or capital gains tax in each year to cover the amount of tax reclaimed on your giving.
- 1.3 If you make gifts under the Gift Aid Scheme to other charitable organisations, you need to ensure you have paid enough tax to cover reclaimed tax on all your giving.
- 1.4 Your gifts should not be based on the tax paid by another person (e.g. husband or wife) but by you personally.
- 1.5 If you cease to be a UK tax payer or to pay enough tax, you should notify Stewardship so we do not reclaim too much tax on your giving. You will be liable to refund HM Revenue & Customs if you have not paid the amount in tax that we reclaim on your gift.
- 1.6 Please notify Stewardship if you change your name and home address.

### 2. Stewardship's deductions

- 2.1 There is no direct cost to you. Stewardship retains 3% of the total gift (original gift + tax) and this amount is deducted from the reclaimed tax.
- 2.2 For non Gift Aided gifts, Stewardship will retain 2% of the gift amount.
- 2.3 We retain a minimum amount of £5 for one-off gifts by cheque.

3. Any investment income which may be earned on balances held in your Stewardship account belongs to and will form part of Stewardship's general funds.
4. Your gifts to Stewardship are given for the support of this recipient(s) and should not be in consequence of, nor result in the recipient providing any form of payment or benefit to you, your family, or others connected with them.
5. **Donation requests to support a close relative**
  - 5.1 If you are requesting a donation for a close relative (a close relative is a child, grandchild, parent, grandparent, sibling or spouse of any of these) some restrictions apply.
  - 5.2 Stewardship is not able to consider donation requests for a close relative if they are a bible college student.
  - 5.3 Donation requests for Christian workers who are close relatives are subject to Stewardship's normal approvals and can only be used for the individual's ministry expenses, **not their living expenses**. For more information, please refer to our guide.

For your full guide to giving with Stewardship, please visit [stewardship.org.uk/guide](http://stewardship.org.uk/guide).

For terms and conditions relating to our giving services, please visit [stewardship.org.uk/terms](http://stewardship.org.uk/terms).

## F. Looking after your information

1. We will share your name and contact details with the recipients you have chosen to support in order that they may keep in touch with you. If you do not want recipients to receive this information (including your name), please tick the anonymous box.
2. We may share some of the details you provide to us with trusted external agencies, but will only do so for the sole purpose of maintaining your account with us. We will not sell or share your data with any third parties for marketing purposes.

3. From time to time, we may contact you about some of our other services we think may be of interest to you. Please tick here if you do not wish to receive these communications
4. We will not share your details with anyone else unless legally obliged to do so.

For full details of our privacy policy visit [stewardship.org.uk/privacy](http://stewardship.org.uk/privacy)

Once complete, please return to: Stewardship, Unit A, 1 Lamb's Passage, London EC1Y 8AB

Ref 20133858

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### Legal ownership

Your giving is to Stewardship and, as the funds belong to us, all grants from Stewardship to recipients are at the sole discretion of our trustees. In the event that any of your requested recipient(s) become ineligible to receive support from Stewardship, no part of your gift can be returned, but you will be free to request donations for alternative recipient(s), churches or charities.

### Contact us

t: 020 8502 8560

e: [giving@stewardship.org.uk](mailto:giving@stewardship.org.uk)

w: [www.stewardship.org.uk](http://www.stewardship.org.uk)