

# West Leigh Baptist Church

## The Building Fund

We need your help to clear our remaining debt on the Building

*“For you know the grace of our Lord Jesus Christ, that though he was rich, yet for your sakes he became poor so that you through his poverty might become rich”*

2 Corinthians 8

West Leigh Baptist Church  
1150 London Road  
Leigh-on-Sea  
SS9 2AJ



# Standing Order Form

## If you are a tax payer ...

### Income or Capital Gains Tax;

**Complete the attached Gift Aid Declaration** and anyone-off or regular gifts you make will be 25% more valuable to the church eg if you give £100 the church can claim a further £25 from the taxman, resulting in the church receiving £125.

You can give in any combination of small and large contributions throughout the year. When you complete the Gift Aid Declaration the church will allocate you a donor number.

**To give regularly through your bank/building society** simply complete the attached Standing Order Mandate as well as the Gift Aid Declaration.

**To give by cash or cheque** (made payable to West leigh Baptist Church) - place your gift in the collection at the service or hand it to the treasurer. The Inland Revenue requires that gifts can be identified to the donor so please write your name or donor number on an envelope with your gift in (envelopes can be provided).

## If you do not pay tax...

There is no need to complete the Gift Aid Declaration.

**To give regularly through your bank/building society then please complete the attached Standing Order Mandate.**

To give by cash or cheque - place your gift in the collection at the service or hand it to the treasurer. You do not have to use envelopes although they are available.

*For assistance speak to the Treasurer, Finance Administrator or Book Keeper.*

*Completing this part of the form will enable the church to recover tax on donations you make.*

## Gift Aid Declaration

**Full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Declaration for Tax Reclaim Purposes** I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each Tax year (6 April to 5 April) that is at least equal to the amount of tax that all the Charities or Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand The Charity will reclaim .25p of tax on every £1 that I give on or after 6 April 2018.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Tick the box if you agree to WLBC retaining your details in accordance with the GDPR 2018 (data protection) regulation:

## Other important points

If you cease to be a taxpayer or to pay enough tax, you should notify the church treasurer. If too much tax is recovered on your giving you will be liable to refund the Inland Revenue.

Your donations should be based on the tax paid by you personally (not by another person such as a spouse).

You may cancel this declaration any time by notifying the Treasurer, or Book Keeper. Unless you cancel your declaration, we will continue to reclaim tax on all your giving.

*You need only complete this part of the form if you want to set up a new or alter an existing standing order. Once completed please give it to the Church Treasurer, Church Finance Administrator or Church Book Keeper.*

### Standing Order Mandate

Please make the payments detailed below debiting my account shown until I give notice to cease this arrangement.

**Branch Sort Code:** \_\_\_\_ | \_\_\_\_ | \_\_\_\_

Bank/Building Soc. Account Number: \_\_\_\_\_

Pay West Leigh Baptist Building a/c: 00032378

sort code 40-52-40 C.A.F.

on \_\_\_\_ day of \_\_\_\_\_ 20\_\_ the sum of: £ \_\_\_\_\_

and the same sum on the same day monthly / quarterly / annually\*. \*delete as appropriate

**To:**

\_\_\_\_\_  
\_\_\_\_\_  
(name and address of your bank/building soc.)

**Your full name and address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:**

**Date:**

## **For your information**

C.A.F. stands for Charities Aid Foundation.

They can have C.A.F. Bank limited as their title or C.B.L.

They do not have local branches. Their registered office is:

25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

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**1150 London Road**  
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