

STANDING ORDERS

A Standing Order can be set up by anyone with a suitable bank account

- Thank you for considering setting up a Standing Order to support the Parish.

Fr. Peter and the Finance Committee have given some thought as to how this could be organised; it is not as simple as one might think. It involves replacing 7 collection envelopes per month (some months 8) with 1 Standing Order. We have drawn up a template to facilitate parishioners which allows parishioners to make one payment which is shared between all collections according to their specific preferences. Please see '**FORM A**' enclosed. If you are unsure how to complete the forms, then please feel free to speak to Father Peter or contact Barbara in the Parish Office – we assure you of the strictest confidence in this matter.

Please follow Step 1 and Step 2 below.

STEP 1

1. Complete '**FORM A**'.
2. Decide the amount you wish to give to the various collections each week and each month, add the amounts together and this should be the amount of your monthly Standing Order. If you are unsure regarding this a 'suggested split' column has been added as a guide as well as a worked example.
3. **Return 'FORM A' to the Parish Office**; drop it into the letter box, send by post or by email to stannes@downandconnor.org

STEP 2

1. To set up a **new Standing Order or change an existing one**, complete 'FORM B' enclosed. (If changing from an old Standing Order please remember to cancel the old Standing Order).
2. **Submit 'FORM B' to your bank, or set up Standing Order using Online Banking**. It is important to include reference i.e., your name and envelope number. This will enable the Parish Office to match you with your donation on the parish's bank account statement.
3. If you would like the Parish to retain a *copy* of '**FORM B**' **please return it to the Parish Office along with 'FORM A'**; drop into the letter box, send by post or by email to stannes@downandconnor.org

Some parishioners have been making donations by Standing Order to the Parish for some time. Unfortunately, there is no record of how their Standing Offering should be divided between the various collections for that month. Hence it would be helpful if they completed 'FORM A' below and return to the Parish office.

If you have any queries do not hesitate to contact the **Parish Office 028 9061 0112**.

FORM A

COMPLETE AND RETURN TO THE PARISH OFFICE

Replacing the Collections Envelopes with a
Monthly Standing Order.

Name	
Address	
Envelope Number	
Phone number	

	Suggested split	Note	Monthly Contribution	
What I would like to give <u>weekly</u> to the PARISH FUND ¹	60%	Weekly amount x 52 weeks ÷ 12 months = monthly amount	£	+
What I would like to give <u>monthly</u> to the PRIESTS OFFERING ²	20%		£	+
What I would like to give <u>monthly</u> to the DIOCESAN COLLECTIONS ³	10%		£	+
What I would like to give <u>monthly</u> to the RENOVATION FUND	10%		£	=
TOTAL ⁴	100%	STANDING ORDER TOTAL	£	

I confirm 'FORM B' has been completed and signed and submitted to my bank.

GIFT AID IT

CHARITY NUMBER: XN46141

I confirm that I am a UK taxpayer and would like the Parish to claim back the tax on all my donations from 6th April..... until further notice. You must pay an amount of income and/or capital gains tax at least equal to the tax that the Parish reclaims on your donations in the tax year.

Signature

Date.....

¹ Example – **weekly amount of £10 equates to a monthly amount of £43.33** (£10 per week x 52 weeks ÷ 12 months) - rounded to £43 in this example.

² Example – monthly priests offering amount of £12

³ Example – monthly Diocesan collections amount of £5

⁴ Example – monthly Renovation Fund collections amount of £12

⁵ **Example total is £72** (£43 + £12 + £5 + £12)

FORM B
COMPLETE AND SUBMIT TO YOUR BANK

Request to set up a Standing Order

TO: The Manager - (Name and Address of Your Bank)

PLEASE CHARGE TO MY ACCOUNT THE FOLLOWING INSTRUCTIONS:

Account Name & Address	
Sort Code	
Account Number	

Beneficiary Name	PARISH X
Beneficiary Sort Code	YY-YY-YY
Beneficiary Account Number	ZZZZZZZZ

(Note to priests – Parish bank account details to be included above.)

STANDING ORDER

Monthly Contribution	Yes
Amount £	
Date/Day of the Month	2 nd Day of the Month
Start Date	
Reference (Envelope Number & Name)	

Signature

Date.....