



THE SACRED HEART OF LONDON

STANDING ORDER FORM

Please Return Your Completed Form to

Agnes Dabrowska
Finance Manager
Clergy House
42 Francis Street
London SW1P 1QW

020-7798 9055

cathedralfincttee@rcdow.org.uk

www.westminstercathedral.org.uk

DIOCESE OF WESTMINSTER – CHARITY NUMBER 233699

1 My Details: [PLEASE USE BLOCK CAPITALS]

Title:..... First Name:..... Surname:

Address:.....

..... Postcode:.....

Tel.....

By giving you my telephone number, I consent to being contacted via this method.

Email

By giving you my email, I consent to being contacted via this method.

2 I would like to Gift Aid my donation

I would like the Diocese of Westminster to treat all qualifying donations I have made since the 6th April 20.....*, and all donations I will make in the future until I notify you otherwise, as Gift Aid donations. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

Signed: Date:

**We can back-claim Gift Aid for up to the last 4 years, so please insert year as applicable.*

For official use only

Parish Code: WESTC

GAD:

3 Complete the Standing Order Instruction on the facing page

PLEASE TICK AS APPLICABLE

I will **return my completed form** to Agnes Dabrowska, Cathedral Finance Manager (address overleaf) or drop it into a donation box in the Cathedral.

OR

I will use the bank details on the Standing Order Instruction **4** to **set up my own standing order online** and **I will return this form** to the Cathedral.

Protecting your privacy

As a member of this parish, you are part of the Diocese of Westminster, and as such your personal details and donations will be stored securely on the Diocese of Westminster's database. We comply with data protection regulation and the Fundraising Regulator's code of practice. We will never sell your data to third parties. We (your parish office and the Diocese) will use your details to administer your gifts, occasionally send you news on the work of the Church and give you the opportunity to support appeals. We only share information with external organisations working on our behalf or when required by law (e.g. to claim Gift Aid). You can read our full privacy policy on rcdow.org.uk/diocese/privacy-policy. To update your contact preferences, email supportercare@rcdow.org.uk or call 020 7798 9025.

4 Standing Order Instruction

A. To the Manager ofBank / Building Society

Please set up the following Standing Order and debit my/our account accordingly

B. Account details

Name of account holder.....

Sort code

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Account Number

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C. Payee details

Please pay the **HSBC Bank plc.** Account Number: **01309056** Sort Code: **40-05-20**

For the credit of **Westminster Cathedral** Reference: **Surname and Initials**

D. About the payment

Payments to be made: Monthly Quarterly Half Yearly Annually

1st Payment (please allow 30 working days): **Date:** **Amount: £**.....

Thereafter make payments on theday until further notice
(payments will be made until you cancel this instruction)

E. Confirmation

Title First Name:..... Surname:

Address:

.....Postcode

Customer Signature: Date:

NOTE TO THE BANK:

Please print DONOR'S SURNAME AND INITIALS on the bank statement.

Please complete and return this form to Westminster Cathedral, even if you are setting up a Standing Order yourself, for parish records and Gift Aid.