

Setting Up a Standing Order

Thank you for taking the time to consider changing from the use of weekly Gift Aid Envelopes to a Standing Order.

There are three ways you can set up a Standing Order:

1. If you use online banking, the best and easiest way is to set up a Standing Order via your online banking app or web access, using the bank details on the Bankers Order form attached to this guidance note;
2. You can print off the Bankers Order form, complete it and hand it in to your bank.
3. If neither of the above options is available to you, you can email the Parish Office and a paper form will be sent to you.

A Standing Order is entirely under your control as regards amount and interval and the parish does not hold or have access to your bank details.

An additional saving to the parish is that we will spend less money on buying envelopes. As you will understand in the present situation when few people are able to get to church, we need to make savings wherever we can, so that your money can be spent in more meaningful ways other than buying stationary.

We really hope you are able to make the change to a Standing Order. If you do set one up, please email the office to let us know that you will no longer need Gift Aid Envelopes, as we will have to place an order for next year's Envelopes very soon.

Thank you!

Canon Kristian and the Members of the Parish Finance Committee

Setting up a regular payment to *St James and St Boniface* Parish

If you wish to make your donations by Banker's Order you can use the details below to set the payment up online or complete the form below & then take it to your bank.

BANKER'S ORDER

Bank Name	Sort Code	Address of donor's bank
A/c No	A/c Title	

Please make the payments detailed below and debit my account with the sum of

Words	£	p	on	Date

and thereafter Weekly* Monthly* Quarterly* Annually* until further notice.
**(delete as appropriate)*

This order replaces any existing instruction in favour of the payee.

Signature	Date of Signature

PAYEE'S BANK DETAILS

National Westminster Bank plc	Sort Code	A/c No
	60-21-27	06514723
A/c Title PRCDTR St James and St Boniface RC Parish		
Address of Branch		
11 Fore St, Tiverton, EX16 6LW		

Please complete and detach the form above and take or post it to your bank (do not return it to your parish). Alternatively you can use the bank details to set up a standing order online. You are in control of your standing order and can stop or change it at any time. The parish cannot stop or change it on your behalf.

It would be really helpful if you could complete the form below and return it to your parish treasurer via your Priest or parish office (if you have one) so that they know what to expect to see on the bank statement and so that if you are gift aiding your donation it can be correctly allocated to you.

NEW BANKERS ORDER

Information for the Parish Treasurer

Name _____

I have set up a standing order for £ _____

This will probably start around (date) _____

It will be weekly/ monthly/ annually (please delete as applicable).

I have completed a Gift Aid form/ Please could I have a Gift Aid form/ My donations are not gift aided (please delete as appropriate).