



**Diocese of Arundel & Brighton**  
**Standing Order Form**  
 Appendix 1c

Please complete all sections of this form in **BLOCK CAPITALS**

|                          |  |
|--------------------------|--|
| <b>To (Name of Bank)</b> |  |
| <b>Address</b>           |  |
|                          |  |
| <b>Post Code</b>         |  |

|                          |  |
|--------------------------|--|
| <b>Account Holder(s)</b> |  |
| <b>Address</b>           |  |
|                          |  |
| <b>Post Code</b>         |  |

|                  |  |  |  |  |  |
|------------------|--|--|--|--|--|
| <b>Sort Code</b> |  |  |  |  |  |
|                  |  |  |  |  |  |

|                       |  |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|--|
| <b>Account Number</b> |  |  |  |  |  |  |  |
|                       |  |  |  |  |  |  |  |

Please pay the sum of    £     **Monthly\***    **Quarterly\***    **Annually\***

\* Delete as appropriate

Commencing on  and thereafter until further notice

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Gift Aid Organiser to complete the following section:**

|   |                           |
|---|---------------------------|
| <b>To: HSBC Bank plc,<br/>69 Pall Mall, London SW1Y 5EY</b> | <b>Parish<sup>‡</sup></b> |
|---|---------------------------|

|                       |                                    |
|-----------------------|------------------------------------|
| <b>Sort Code</b>      | <b>Account Number <sup>‡</sup></b> |
| 4   0   0   5   2   0 |                                    |

**Please quote Gift Aid Declaration Number<sup>‡</sup>:**                       

|   |  |
|---|--|
| <b>Please cancel existing monthly/quarterly/annual<sup>‡</sup> standing order for the above account for</b> | £ <input style="width: 100px;" type="text"/> |
|---|--|

<sup>‡</sup> Gift Aid Organiser to complete

Please return this form once completed to the Gift Aid Organiser



ROMAN CATHOLIC DIOCESE OF ARUNDEL AND BRIGHTON

GIFT AID DECLARATION

GKK [ ]

CODE Declaration No. (Parish Use)

IMPORTANT

Before completing this Declaration please read the reverse of this document

Name (BLOCK CAPITALS) Please complete in ink

I [ ] [ ] [ ]
Title Christian Names Surname

Home Address (BLOCK CAPITALS)

of [ ] [ ] [ ] [ ]
Post Code

wish to Gift Aid the donations I will make in the future or have made in the past 4 years to the Roman Catholic Diocese of Arundel and Brighton. I am a UK taxpayer 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 the relevant tax year it is my responsibility to pay any difference. I confirm that I have read and understood the notes overleaf.

Preferred Method of Donation

Bankers Order [ ] Envelope System [ ] Both [ ]

[ ] Signature [ / / ] Date of Declaration

Parish Use Only: Envelope Box Number [ ]

KEEPING IN TOUCH

We would like to send you news about the work of your Parish, Deanery and the Diocese of Arundel and Brighton. If you would like to receive this information, please tick the box and complete your details below selecting your preferred method of contact:

[ ] Post [ ] Phone/Mobile: ..... [ ] Email: .....

We would also like to contact you occasionally with opportunities to support future appeals within the Diocese. If you would like to receive these communications, please tick the box and complete your details below selecting your preferred method of contact:

[ ] Post [ ] Phone/Mobile: ..... [ ] Email: .....



**ROMAN CATHOLIC DIOCESE OF ARUNDEL AND BRIGHTON**

**IMPORTANT:** If you cease paying tax or wish to cancel this declaration at any time, please notify your Gift Aid Organiser. The Diocese will not reclaim tax on donations made after the date of notification.

Donations can be made by envelopes (cash or cheque payable to the parish), by standing order or both methods. Please note that standing order is the preferred method for security reasons.

**GENERAL DATA PROTECTION REGULATION (GDPR) – DPA 2018**

**Protecting your Privacy**

This parish is part of the Diocese of Arundel and Brighton and a record of your personal information and donations will be held by the Diocese and stored securely on the Diocese's Gift Aid database.

We comply with data protection and marketing legislation and the Fundraising Regulator's Code of Practice. We do not transfer your data to third parties to use for their own marketing or fundraising purposes.

We (your parish office and the Diocese) will use your details to administer your gifts. This may include sharing your information with external organisations working on our behalf such as IT support companies, or when required by law (e.g. to claim Gift Aid).

---

Many thanks for your continued support. You can read our full Privacy Notice at <https://www.dabnet.org/ContentDocuments/842.pdf> The Notice also contains details on how to opt-out of further communications from the Diocese if you change your mind at a later date and how to update your preferences.

If you decide to make your donations by standing order your Gift Aid Organiser will provide the form/information necessary to set up these transactions. If you wish to make your donations by numbered weekly envelopes your Gift Aid Organiser will provide these in due course.

**PLEASE RETURN THE COMPLETED FORM TO YOUR GIFT AID ORGANISER  
THANK YOU FOR JOINING THE GIFT AID SCHEME!**