

## Guidance for completing this form

- 1) Make your offertory donation by **Standing Order** – this is one of the best ways you can support our parish. **If you already have a standing order, and wish to change the amount you give**, please complete the right-hand side of the form which will instruct the bank to cancel your existing standing order and replace it with your new commitment.
- 2) Making a Monthly Commitment Online via our Website ([www.saintfrancisdesales.org.uk](http://www.saintfrancisdesales.org.uk)) – Please tick the Box
- 3) Make your donation by weekly donation envelope – please tick this box if you wish to **start** using weekly donation envelopes **OR** if you wish to continue using your current batch of envelopes. You do not need to Gift Aid to donate by envelope.
- 4) If you would like us to send you information about **leaving a gift in your Will to the church**, or to receive information on Estate Planning and Will Writing services please tick the box.
- 5) **Gift Aid Declaration:** At the bottom of this form is the Gift Aid declaration. Gift Aid enables our parish to claim an extra 25p to every £1 that you give (at no extra cost to yourself). If you are a UK Income or Capital Gains taxpayer, please sign up to Gift Aid.  
  
**Please renew your Gift Aid declaration today**, to ensure we have your most up-to-date details and Gift Aid status. Please sign the declaration in **ONE NAME ONLY**. If you would like to backdate your Gift Aid donations, please insert the year from which you are eligible to backdate. You can backdate up to a maximum of 4 years.
- 6) **Volunteer Insert:** Here you will see there is the opportunity to sign up to a variety of volunteering opportunities in the parish. We shall contact you in the coming weeks to provide you with more information. You are welcome to mention if you have any other talents that could be of use to our community.

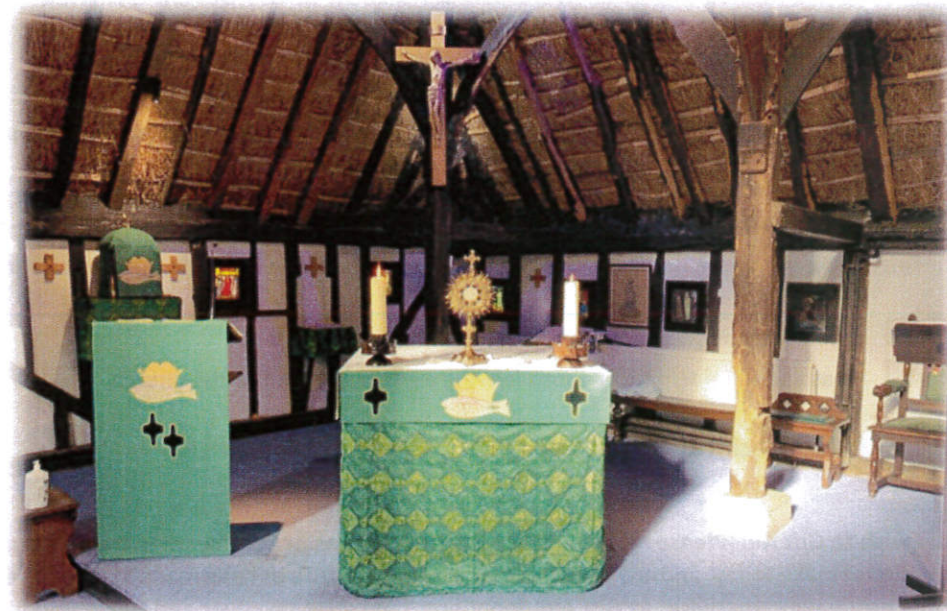
When you have completed this form, please return it to the parish by either posting it in the collection boxes at the end of next week's mass, or post to:

Oratory of St Francis de Sales, White Friars, Church Road, Hartley, Longfield DA3 8DW.  
The form can also be emailed to [hartley@rcaos.org.uk](mailto:hartley@rcaos.org.uk)

## WEEK 3

# ORATORY OF ST FRANCIS DE SALES

## HARTLEY



# MY PARISH COMMITMENT

ROMAN CATHOLIC ARCHDIOCESE OF SOUTHWARK  
Registered Charity Number 1173050

**1 My Details: [PLEASE USE BLOCK CAPITALS]**

Title ..... Full Name: .....

Address .....

..... Postcode .....

Tel.....

Email .....

By giving us your telephone or email, you consent to being contacted via this method.

**2 I would like to support the work & mission of my parish by: [TICK ✓ ]**

Standing Order: £ \_\_\_\_ . \_\_\_\_ every Month  Quarter  Year

Please either: Complete the form (right →) and hand in to collecting volunteers or the parish office. The archdiocese will set up your standing order on your behalf.

Or tick  HERE to let us know you have set up your standing order yourself via online banking, using the payee details opposite, or if you are making a Monthly Donation Online.

Weekly donation envelopes

Please send information about leaving a gift in my Will to the church.

**3 Gift Aid Declaration: UK TAX PAYERS: Sign up to Gift Aid HERE.**

I wish to Gift Aid [Please ✓] I would like the Archdiocese of Southwark to treat all qualifying donations I make today, and any donations I make in the future or have made in the past 4 years, 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 then the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay and difference.

Signed: ..... Date.....

**Protecting your privacy – Archdiocese of Southwark – Registered Charity Number 1173050**

Your personal details and donations will be stored securely on the Archdiocese of Southwark’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 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 <https://rcaos.org.uk/diocese/policies> If you do not wish to receive communications, please tick this box

**4**

- I am setting up a NEW Standing Order
- I am updating my EXISTING Standing Order

**Standing Order Instruction**

**1. Account details**

To the Manager of .....Bank / Building Society

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

Name of account holder.....

Sort code 

--	--	--	--	--	--

Account Number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**2. Payee details**

Please pay the NATWEST Account Number: 34143580 Sort Code: 60-06-33

For the credit of RCAS Hartley

**3. About the payment**

Payments to be made: Monthly  Quarterly  Yearly

1<sup>st</sup> Payment (please allow 30 working days) 

Date	Amount
	£

Thereafter make payments on the .....day until further notice (*payments will be made until you cancel this instruction*)

**NOTE TO THE BANK:**

This Standing Order is to REPLACE any existing Standing Order to the above bank account.

Please print DONOR’S SURNAME AND INITIAL on the bank statement.

**4. Confirmation**

My Name:	
Address:	Customer
	Signature:
	Date: