

# GIFT TRANSMITTAL FORM



Diocese of Westminster

Registered charity No. 233699

This completed and signed form represents my intention to make a charitable donation, given freely, to the **Diocese of Westminster's Youth Ministry.**

**For a one-off donation:**

I hereby donate a total of £ \_\_\_\_\_, the total sum is enclosed herewith.

**On-going donation over one or more years:**

I hereby pledge the total sum of £ \_\_\_\_\_, instalments for which will be provided over the following period of time:

£  Monthly  Quarterly  Half Yearly  Yearly

Over: One year  Two years  Three years  Four years  Five years  **OR ongoing**

1<sup>st</sup> Payment will arrive on: \_\_\_\_\_, 20\_\_\_\_\_

**For payment:**

- Cheque, which is enclosed, and is made payable to "WRCDT – Youth"
- I will set up an ongoing Standing Order with my bank. (Please use the form on page 2)
- I will make a Bank Transfer at my bank or online - **Please make payment(s) to our account:**

Account Name: WRCDT – Youth  
 Account Sort Code: 40-05-20  
 Account Number: 71393162

**(Please reference your donation as your initials and surname)**

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**Add 25p to every £1 you donate by consenting to Gift Aid! Tick the box and sign:**

- I would like the Diocese of Westminster to treat all qualifying donations I have made over the past four years, 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.

**Please use only one name if claiming Gift Aid.**

Signature of donor: X \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Donor Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home Phone: \_\_\_\_\_

We promise to respect any personal data you share with us. We will never share or sale your data with third party organisations. The Diocese of Westminster would occasionally like to keep you up to date on how your donation is making a difference, invite you to events, and inform you of our wider work and appeals.

- Tick here to **opt-out** of postal communications from the Diocese of Westminster.
- Tick here to **opt-in** to email communications from the Diocese of Westminster.

**Please mail into: Fundraising & Stewardship, Vaughan House, 46 Francis Street, London SW1P 1QN**



# Westminster Youth Ministry Standing Order Instruction

1. Use this form to set up a regular donation to the Westminster Youth Ministry from your Bank.
2. Please send this completed form, along with page 1, to our office to set up on your behalf.

To the Manager \_\_\_\_\_  
 Bank \_\_\_\_\_  
 Bank address \_\_\_\_\_  
 \_\_\_\_\_

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

### 1. Account details

Account name \_\_\_\_\_  
 Account number 

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 Sort code 

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### 2. Payee details

Payee bank name 

HSBC
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 Organisation you are paying 

WRCDT - Youth
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 Payee sort code 

4	0	0	5	2	0
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 Payee account number 

7	1	3	9	3	1	6	2
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### 3. About the payment

How often are the payments to be made?      Monthly       Quarterly   
    Half yearly       Yearly

	Date	Amount
1st Payment (please allow 30 working	<table border="1" style="width: 100%; height: 20px;"></table>	£ <table border="1" style="width: 100%; height: 20px;"></table>
Final payment	<table border="1" style="width: 100%; height: 20px;"></table>	£ <table border="1" style="width: 100%; height: 20px;"></table>

**OR**

Until further notice  (payments will be made until you cancel this instruction)

Payment Reference 

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 Please make the payment reference your full name.

### 4. Confirmation

Your name <table border="1" style="width: 100%; height: 20px;"></table> Your address <table border="1" style="width: 100%; height: 20px;"></table> <table border="1" style="width: 100%; height: 60px;"></table>	Customer signature(s) <table border="1" style="width: 100%; height: 20px;"></table> <table border="1" style="width: 100%; height: 20px;"></table> Date <table border="1" style="width: 100%; height: 20px;"></table>
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**PLEASE SEND THIS COMPLETED FORM INTO:**  
 Office of Fundraising & Stewardship, Vaughan House, 46 Francis Street, London SW1P 1QN  
 Registered Charity Number 233699