

## Gift Aid Declaration

Please treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration and in the past 4 years to St Matthew's with St Luke's PCC, Oxford (which is the registered charity for St Matthews' Church).

I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year.

I understand that other taxes such as VAT and Council Tax do not qualify, and that the charity will reclaim 25p in tax for every £1 that I give.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Post code: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Email \_\_\_\_\_

Please notify the PCC via the parish office if you

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

*If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue & Customs to adjust your tax code.*

## Further Information

Any of the following will be happy to answer financial questions: Alan McCullough, Patrick Moles, or Nick Wilson (Treasurer). The **Parish Office** can also provide extra copies of the forms and advice on tax-efficient and alternative methods of giving, and arrange for a receipt if you need one.



## St Matthew's Church

### A Practical Guide to Giving

All members of the congregation are encouraged to give regularly to the work of the church. These contributions enable St Matthew's to continue its ministry within the local community and further afield, to pay its staff, and to maintain its buildings.

The enclosed forms will help you set up standing orders and enable us to reclaim tax on your gifts if you are a UK tax payer.

Please ask a member of the finance team if you need any further help.

St Matthew's Church, Marlborough Road, Oxford, OX1 4LW  
[www.stmatz.org.uk](http://www.stmatz.org.uk) Tel: 01865 798587 e-mail: [stmatzoxford@gmail.com](mailto:stmatzoxford@gmail.com)

St Matthews Church is part of St Mathew's with St. Luke's PCC, Oxford.  
Registered Charity number: 1128916

## Bank Standing Order

To the Manager \_\_\_\_\_ Bank plc

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Please pay to **St Matthew's Church, Oxford**, at:

CAF Bank Ltd. PO Box 289, Kings Hill, West Malling, ME19 4TA

Sort Code: 40-52-40 Account number: 00011601

the sum of £ \_\_\_\_\_ (in words \_\_\_\_\_

\_\_\_\_\_ )

commencing on \_\_\_\_\_ (starting date) and

the same sum on the \_\_\_\_\_ day of every month until further notice.

This order replaces any previous standing order on my account in favour of St Matthew's Church.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

My account name \_\_\_\_\_

My account number \_\_\_\_\_

Sort code \_\_\_\_\_

2013/01

If you are a UK tax payer, St Matthew's can reclaim from HMRC a quarter of the value of your donation in addition to receiving the money you give. All you need to do is select one of the following **payment methods**, complete the Gift Aid form overleaf and return this sheet to the Parish Office. The Parish Office will send off the Standing Order (if you have completed one) to your bank.

### Standing Order

If you have a bank account, a standing order is the best way to give to St Matthew's Church. You don't have to remember to pay each month, and it helps the St Matthew's to plan its budget.

### Cheque

If you prefer to pay by cheque, please make it payable to St Matthew's Church, Oxford, and put it into the collection on Sunday.

### Cash Payments

We can also reclaim tax on cash donations if you use one of the special envelopes at the back of church and write your name and address on it; or you can ask the Parish Office for a box of numbered envelopes if you plan to use this method regularly.

### Alternative methods

**Give-as-you-earn (GAYE)** is another tax efficient method of giving which some employers support. To use this method, your employer will need our GAYE registration number: 216480.

We also accept **CAF** (Charities Aid Foundation) vouchers and payment through charity account schemes like Stewardship. Here tax is reclaimed by the scheme and forwarded to us with your gift.

**Legacies** If you would like to leave a legacy to support the longer-term development of St Matthew's or St Luke's, do please speak to a member of the finance team or pick up a Form of Codicil at the back of church.