



For more details on ways of giving to the church, please look at the updated "Giving" section on the Church website <https://www.st.tees.org.uk/>

## 1. St T's General Fund

This fund is used to cover expenses in running the ministries of the church together with administrative and running costs. Details are provided in the annual report presented at the Annual Parochial Church Meeting in April.

For regular donors, standing orders can be set up with your own bank to pay in to the Church's account with Barclays Bank. You can set this up directly with your bank and many people are now able to do this online.

You will need the following information about the church's account:

Bank: Barclays

Account Name: St Thomas's PCC Lancaster

Sort Code: 20-47-61

Account Number: 70459208

You can include what you wish in any reference requested, but it helps us if you include your name, especially if that is not clear from the name of your account. These details can also be used for any one-off donations sent by online banking.

You can also make a one-off gift via the church website. Follow the link to the church's give.net page <https://www.give.net/20024021>, click the "Give one off" button and provide the requested details.

We have recently obtained a machine to enable contactless giving by card or phone for donations between £3 and £30 that is being installed in the church foyer. It is intended that this will be mainly be an alternative to making cash donations in the collection or on other occasions.

Donations can still be made in church by cheque (using the account name above) or by cash. However, cheques and cash attract bank charges to the church which are not applied to standing orders or online payments directly to the church bank account. Giving through the church website or using the card reader also incurs a small charge.

## 2. Heart of the City project

Donations to the Heart of the City (HOTC) may also be made directly through online banking. You can set up a standing order or make a one-off donation. For this restricted fund, we prefer you to send donations to the special CAF Bank account that has been set up for this purpose, but so long as your reference includes HOTC (or BFM) these donations are restricted for use in the HOTC project.

The details for this account are:

Bank: CAF Bank

Account Name: St Thomas's PCC Lancaster

Sort Code: 40 - 52 - 40

Account Number: 00030499

Reference: HOTC + <Your name>

### 3. Other ways of giving

See the "Giving" section on the church website for more information on other ways of giving, such as payroll giving or how to set up a legacy payment.

### 4. Gift Aid

For donations to the General Fund or HOTC, if you are a tax payer, then you can significantly boost the value of your donation by completing a Gift Aid form and handing it in or posting it to the Church Office (Marton Street, Lancaster, LA1 1XX). More information about Gift Aid is available on <https://www.gov.uk/donating-to-charity/gift-aid> . Your donations will qualify for Gift Aid as long as they're not more than four times what you have paid in tax in that tax year (6 April to 5 April).

If you have not already completed a Gift Aid form, take another copy of this leaflet to complete and submit the form below.

You only need to fill in one Gift Aid form to cover gifts to both the General and HOTC funds. A newly completed form may be applied to donations up to the last four years, if that is what you want and you let us know when you submit the form.

Russ Partington is the Gift Aid Secretary and can respond to any Gift Aid queries.

For any other queries about donations to St T's, please contact the treasurer, Richard Eglese (email: [R.Eglese@lancaster.ac.uk](mailto:R.Eglese@lancaster.ac.uk), phone: 07972 210651)

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### *Gift Aid it* **Boost your donation by 25p of Gift Aid for every £1 you donate.**

By completing this form, Gift Aid can be reclaimed by St Thomas's Church, Marton Street, Lancaster from the tax you pay for the current year.

#### **In order to Gift Aid your donations you must tick the box below:**

Please treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration and any donations I make in the future.

I am a UK taxpayer and understand that if I pay less Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations to all charities in that tax year it is my responsibility to pay any difference.

FULL NAME (Please print) \_\_\_\_\_

ADDRESS (Including postcode) \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Notes: Please notify the Church if you want to cancel this declaration, change your name or home address; or no longer pay sufficient tax on your income/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 and Customs to adjust your tax code.