

Catholic Diocese of Portsmouth New Direct Debit Instruction

Catholic Diocese of Portsmouth - Charity No: 1199568

Name of Donor

Address of Donor

Postcode

Parish Name and Town

Email

Telephone

I would like to pay the sum of £

(Amount in words)

Monthly (on 15th of every month) starting on

1

5

M

M

Y

Y

Y

Y

I would like my donation to go to
(Please tick as required)

Diocese

Parish

Clergy Training/
Retirement

Instructions to your bank or building society to pay by Direct debit

Please fill out using a ball point pen and return to:

Catholic Diocese of Portsmouth
St Edmund's House, Bishop
Crispian Way, Portsmouth
PO1 3QA

Name(s) of account holders(s)

Bank or Building Society Account Number

Sort Code

Name and Full Postal Address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address

Service User Number

2

9

3

3

1

5

Instruction to your Bank or Building Society

Please pay Catholic Diocese of Portsmouth Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Catholic Diocese of Portsmouth and, if so, details will be passed electronically to my bank/building society.

Signature

Date

If you tick more than one box for your donation, the sum donated will be split between the options ticked. Please ensure that you take this in to account.



This guarantee should be detached and retained by the payer

The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit, Catholic Diocese of Portsmouth will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Catholic Diocese of Portsmouth to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by Catholic Diocese of Portsmouth or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when Catholic Diocese of Portsmouth asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

GDPR Notice - Information provided on this form, together with all other personal data held about these individuals by the Parish and the Diocese of Portsmouth, is processed in accordance with the Diocese's Privacy Notice which can be obtained from www.portsmouthdiocese.org.uk/gdpr or from the Department for Administration.

Please return both forms to: Finance Team, St Edmund's House, Bishop Crispian Way, Portsmouth, PO1 3QA

Catholic Diocese of Portsmouth Gift Aid Declaration

Catholic Diocese of Portsmouth - Charity No: 1199568

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £_____ and any donations I make in the future or have made in the past 4 years to:

Name of Charity:

Catholic Diocese of Portsmouth - Charity No: 1199568

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 that tax year it is my responsibility to pay any difference.

Name of Donor

Address of Donor

Postcode

Please notify the charity 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 and Customs to adjust your tax code.