

GIFT TRANSMITTAL FORM



Diocese of Westminster

Registered charity No. 233699

This completed and signed form represents my intention to make a one-off charitable donation or a pledge over multiple years, given freely, to Caritas Westminster.

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 []

1st Payment will arrive on: _____, 20_____

For payment:

- [] Cheque which is enclosed and is made payable to "WRCDT – Caritas Westminster"
[] 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 – Caritas Westminster
Account Sort Code: 40-05-20
Account Number: 91817760

(Please reference your donation as your initials and surname)

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

- [] I would like the Caritas 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 sell 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-in to the Caritas Westminster e-newsletter.
[] Tick here to opt-out of postal communications from the Diocese of Westminster.

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

Standing Order Instruction

1. Use this form to set up a regular donation to Caritas Westminter, 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

Sort code

2. Payee details

Payee bank name

Organisation you are paying

Payee sort code

Payee account number

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	<input type="text"/>	£ <input type="text"/>
Final payment	<input type="text"/>	£ <input type="text"/>

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

Payment Reference Please make the payment reference your full name.

4. Confirmation

Your name	<input type="text"/>	Customer signature(s)	<input type="text"/>
Your address	<input type="text"/>		<input type="text"/>
<input type="text"/>		Date	<input type="text"/>

PLEASE SEND THIS COMPLETED FORM INTO:

Office of Fundraising & Stewardship, Vaughan House, 46 Francis Street, London SW1P 1QN

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