

## STANDING ORDER FORM

Please complete the form below and send it to Sister Lucy Dunne, Cornerstone Day Centre, 104b Denmark Road, Manchester M15 6JS. Once we have received the completed form we will keep a photocopy and send the original to your bank so they can process payments.

Your name and address: .....

.....

.....

Your bank:

To: .....(Bank / Building Society)

Bank's address: .....

.....

Your account:

Account Number: ..... Sort code: .....

Please pay to: Royal Bank of Scotland, St Ann Square Branch, P O Box 320, Manchester, M60 2SS for the credit of Caritas Diocese of Salford re. Cornerstone Day Centre (Account number 10950605, Sort Code 16-00-18).

Amount (in words and figures):

The sum of £ .....(figures).....(words)

First payment to be made on the.....day of.....(month).....(year)

and a like sum each **month / quarter / year** until further notice (**delete as appropriate**).

Signature: .....

Date: .....

## GIFT AID DECLARATION FORM

If you are a UK taxpayer you can use Gift Aid to make your donations go further by completing this declaration. If you Gift Aid your donation, the charity will receive additional revenue in the form of Gift Aid tax relief paid by HMRC.

Please complete the form below and return it to our office with your standing order form as authority for the reclaim.

Please note that Cornerstone is a project within Caritas Diocese of Salford (Registered Charity No. 1125808). All donations made to Cornerstone are ring fenced and used only for the purposes of this project unless the donor specifies otherwise.

Tick all that apply:

I would like to Gift Aid all donations for the charity's current financial period

I would like to Gift Aid all future donations until further notice

Full Name

Signature  Date

Email Address

Address  Postcode .....

To qualify for Gift Aid, you must pay an amount of UK Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year. Tax year is 6 April one year to 5 April the next.

**NOTES:**

Please return this form to Sr Lucy Dunne, Cornerstone Day Centre, 104b Denmark Road, Manchester, M15 6J. Email [cdaycentre@aol.co.uk](mailto:cdaycentre@aol.co.uk) Tel. 0161 232 8888

1. You can cancel this Declaration at any time by notifying the charity
2. If your circumstances change and you no longer pay enough income or capital gains tax to cover the amount claimed by the charity, please contact the Finance Department at the above address.
3. If you pay tax at the higher rate, you may be able to claim further tax relief via your Self Assessment tax return

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4. Please notify the Finance Department at the above address if you change your name or address details.