

# Giving Direct



**The Church of England**  
around Staffordshire, northern  
Shropshire and the Black Country



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# The Importance of regular Giving

**Maintaining a Christian Presence in every community—that's the heart of the Diocese of Lichfield, serving the community, sharing the faith and offering a sanctuary of worship.**

**However, that comes at a cost and to do that 75 per cent of the money needed had to be met by individual donations.**

Giving Direct is a way of helping that cost to be met with all the money going back where it makes a difference and back to where it is needed..... local churches or parishes.

## How does it work?

Individuals can make donations by Direct Debit either monthly, quarterly or annually. Every donations is restricted to the named parish or church, even though it is collected by Lichfield Diocesan Board of Finance. Each donation, including Gift Aid, will be sent directly to the parish within 14 days so that its gets the full benefit.

With Giving Direct there is an option for every donor to commit to increasing their donation each year in line with inflation, making a considerable difference to the future of your church in the community.

## Benefits

So who benefits from Giving Direct.... The short answer is your church or parish. By making a commitment to make a regular tax efficient donation that can increase every year with the cost of living you are playing a vital role in ensuring the future of your church.

## How does it work?

Complete the application form on the back page and then tear if off and send it to the Finance Department at St Marys House. Its as easy as that.



Please fill in the whole form and send it to Lichfield Diocesan Board of Finance Inc, St Mary's House, The Close, Lichfield, Staffs, WS13 7LD.

To: The Manager	Bank/Building Society
Address	
Postcode	

Name(s) of the Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Reference

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

## Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

8	3	8	1	2	3
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## Instruction to your bank or building society

Please pay Lichfield Diocesan Board of Finance Inc. 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 Lichfield Diocesan Board of Finance Inc. And if so, details will be passed electronically to my Bank/Building Society.

Signature
Date

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 take part in the Direct Debit Scheme
- If the amounts to be paid or the payments dates change Lichfield Diocesan Board of Finance Inc. will notify you 28 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Lichfield Diocesan Board of Finance Inc. or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

## Giving Direct

Title:	
Christian Name:	
Surname:	
Home Address:	
Postcode:	Telephone:
Email address:	

I wish to donate £.....per month/quarter/year (delete as appropriate)

to The Lichfield Diocesan Board of Finance, Giving Direct (registered charity number 1107827)

Starting on the 5th of .....(month).....(year)

\*Please allow one month from today \*NB only you can cancel your existing Standing Order

I wish my donations to remain anonymous to my treasurer

I wish my donation to be used solely for the benefit of :

Parish/Church Name.....  
in the town/village of.....

I wish to support my parish in the future by agreeing to an annual inflationary increase on my gift. Yes  No

I understand that the new amount will be communicated to me by letter 30 days prior to the gift donation date. I have the right to opt out of or change this arrangements at any point in the future by communicating my wishes by letter to the Diocese.

I wish to Gift Aid my donation

Gift Aid Makes every £1 worth £1.25

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 and difference.

Yes  No

Signed..... Date.....

*giftaid it*

## Then what happens?

Inside 14 days you will be contacted in writing by the Finance Department confirming the details of your direct debit. You should check the personal details: how much you are giving; frequency; when it leaves your account and the parish to which you wish it to be donated. You must be sure all these details are correct.

You will also be given a Giving Direct reference number. This needs to be retained and used if you have any queries or when you contact the Finance Department.

## How does the parish get my money?

It will take approximately 14 days for the donation to be transferred to the parish account .... Plus any refund of tax due under Gift Aid will also be added.

If you as the donor wish to remain anonymous then details of the amount of the donation will be included—not your name.

## What must you do?

If you have a standing order with the bank for your existing church donations then you'll need to cancel that standing order. It can only be done by you.

If you bank online then the procedure is quite simple. If not you'll need to contact the bank personally or by letter. Please also advise your Parish Treasurer or Gift Aid Secretary that you are changing your regular giving method.

## What happens in the future?

If you ever want to change things either because of new circumstances or for whatever other reason then that's no problem. All you have to do is tell the Finance Department. You'll need to give them the following details.:

- Your full name and Giving Direct reference number
- The amount you are donating and what changes you wish to make
- The date you want the changes to take effect.

All notifications concerning changes should be notified 14 days prior to the next donation being made. You will receive a written confirmation of your wishes.

## Your questions answered

- **Is this confidential?**

Most certainly! All details are kept within a secure up-to-date database that conforms to the General Data Protection Regulations.

- **What factor will be used to increase the donation?**

Your donations will be linked to the Retail Prices Index. This is an independent and respected financial indicator and your donations will be increased using this rate each January. If the RPI is unavailable for that year, the previous years figure will be used.

- **How will I know this is being done?**

You will be given 30 days' notice of any revision and therefore if you wish to change or alter or cease the donation then please contact the Finance Department.

- **When will the money go from my account?**

It will be collected on the 5th of each month. This cannot be altered as all donations are taken on that date to keep costs at a minimum.

- **Why is the donation going to Lichfield DBF?**

That way its easier to administer the scheme and get an immediate refund on Gift Aid. Do not worry as all the money goes to your nominated parish as fast as possible.

- **Does the Parish have to pay for the scheme?**

No. There is **no charge** for this service.

- **Is there any other method?**

Not one ensures your parish gets inflation guaranteed donations and gets the money faster so that it has regular cash flow to enable it to meet its regular outgoings and stay open.

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**For all enquires about Giving Direct please contact:**

Lichfield DBF, St Marys House, The Close, Lichfield, Staffs, WS13 7LD

**Tel:** 01543 306030 **Email:** [parishresources@lichfield.anglican.org](mailto:parishresources@lichfield.anglican.org)

# Yes, I wish to give a regular donation to my church

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**Please complete and return both forms on the following pages and return to:**

**Mrs Jess Dace, The Finance Department, St Marys House,  
The Close, Lichfield, Staffs, WS13 7LD**