

What next?

How do I go about signing up to the scheme?

Download, print and complete the gift form with as much detail as possible using a black pen in BLOCK CAPITALS and post it to the address given below.

Important: It is essential to complete all sections of the gift form in particular '**Church / Parish name / Diocese of and Parish code**'. Without this information in full the PGS cannot process your gift. **Note:** The church/parish name and PGS parish code may have already been completed for you.

Note: We welcome gifts from couples, so if you wish to make a joint gift please write 'Mr & Mrs' in the 'other' box. For the purpose of Gift Aid however they need the signature of **just one individual who pays sufficient tax to cover the gift**. Please **add your title in the Gift Aid signature box** so they know which individual the declaration belongs to.

Then what can I expect?

Within 10 working days you will receive a letter confirming your personal details, the level, frequency and date of your first gift and the parish you wish to restrict it to. Please check this letter thoroughly to ensure that all the details are correct. In this letter you will receive a PGS reference number (located below the address) which needs to be retained by you, and quoted in any future communication you have with the Parish Giving Scheme. There will also be a bank reference code which begins with 'PGS Thank You', and ends with a unique number code. This is the description which will appear on your bank statement when each gift is given.

How will our parish be notified of my donation?

We will receive your gift in our parish bank account by the 10th of the month and Gift Aid will be received separately once the PGS has received it from HMRC. Our parish's Planned Giving Representative receives a statement detailing the names of those who have donated and all the gifts given through the PGS. The PGS will provide our parish's Planned Giving Representative with your postal address, however you can decide to remain anonymous by ticking the box on the right. If you decide to remain anonymous only the amount of the gift will be shared with our Representative. We wish to encourage you to remain known to us, so that we can thank you and tell you more about how you can support us and to avoid mistakenly approaching you in the future to consider a regular gift to our church.

I currently give by standing order; how do I stop this?

Unfortunately the PGS is unable to cancel a standing order for you, only you may do this. If you bank online it is very simple to do through your online account, otherwise you will need to contact your bank direct.

How do I go about changing my gift in the future?

We know that circumstances change and your ability to give may increase or decrease over time. If you wish to make a change please notify the Parish Giving Scheme using one of the methods provided in the contact information box below quoting:

- Your PGS reference number (found below your address on PGS correspondence)
- How much your existing gift is for
- What you would like it changed to
- When you would like this change to be brought into effect

Should you wish to have a confidential conversation about your options in changing your gift, please don't hesitate to contact our parish giving representative or the Parish Giving Scheme at the address below.

Note: For administrative reasons **the Parish Giving Scheme cannot make any changes within 10 working days of the next gift date..**

Who do I contact for help?

Parish Giving Scheme, 76 Kingsholm Road, Gloucester GL1 3BD

Tel: 0333 002 1260 Email: info@parishgiving.org.uk

www.parishgivingscheme.org.uk