

# Catholic Diocese of Portsmouth New Direct Debit Instruction

Portsmouth Roman Catholic Diocesan Trustees Registered - Charity No: 246871

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

I would like my donation to go to:  Diocese  Parish  Clergy Training/  
(Please tick as required) Retirement

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

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

Portsmouth Diocesan Trust  
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 Portsmouth Diocesan Trust 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 Portsmouth Diocesan Trust 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, Portsmouth Diocesan Trust will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Portsmouth Diocesan Trust 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 Portsmouth Diocesan Trust 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 Portsmouth Diocesan Trust 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](http://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 or [giftaid@portsmouthdiocese.org.uk](mailto:giftaid@portsmouthdiocese.org.uk)

## Catholic Diocese of Portsmouth Gift Aid Declaration

Portsmouth Roman Catholic Diocesan Trustees Registered - Charity No: 246871

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:

Portsmouth Roman Catholic Diocesan Trustees Registered - Charity No:

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.