

# Hazlemere Church – Financial Forms

Download and print off this form to start or amend a Standing Order, Gift Aid your giving or request Envelopes for use on a weekly or monthly basis.

Return to **Eve MacInnes, Financial Administrator, Holy Trinity Church, Amersham Road, Hazlemere, High Wycombe, Bucks. HP15 7PZ.** Eve will treat this in strictest confidence and no information is passed to other staff or made available in any way for others to see!

For more information e:Mail Eve on [eve.macinnes@hazlemere.org](mailto:eve.macinnes@hazlemere.org) or phone her on 01494 523191

## STANDING ORDER

HT Reference Number (office use): \_\_\_\_\_

Please complete the details in this section in order to start or amend a standing order. If you are a tax payer please fill in the **GIFT AID DECLARATION** as well.

To the manager: (bank name)

Address:

Sort Code:

Address:

PLEASE PAY TO THE HAZLEMERE PCC ACCOUNT AT  
BARCLAYS BANK PLC,  
16 HIGH STREET, HIGH WYCOMBE, BUCKS, HP11 2BG  
ACCOUNT NUMBER: 90456098  
SORT CODE: 20-40-71

The sum of £\_\_\_\_\_ starting on the \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_,  
and on the same day each succeeding month / quarter / year (delete as  
applicable) until further notice in writing. This cancels all previous  
instructions with reference to this account.

Signed: \_\_\_\_\_

Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Dated: \_\_\_\_\_

## ENVELOPE SCHEME

In this scheme we issue you with envelopes, for weekly or monthly use, into which you place your cash or cheque. If you pay tax you can fill in a GIFT AID DECLARATION and the tax will be refunded to the church.

e:Mail [eve.macinnes@hazlemere.org](mailto:eve.macinnes@hazlemere.org) or print off this form and send it in.

**Please enrol me in the Hazlemere Church ENVELOPE SCHEME**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

e:Mail: \_\_\_\_\_

## GIFT AID DECLARATION

Please treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration and in the past four years to the PCC of Holy Trinity Church, Hazlemere.

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

Title ..... Forename(s) .....

Surname .....

Address .....

Postcode ..... Signed ..... Date ..... / ..... / .....