



I would like to open a giving account to support:  
**Intercontinental Church Society**

Prefer to do this online? Go to [www.give.net/20021645](http://www.give.net/20021645)

**A. Your contact details** Please complete in BLOCK CAPITALS using BLACK INK.

Title:	Forename:	Surname:
Home Address:		Postcode:
Email:		Daytime telephone:
		If YES, what is your account number? <input style="width: 100px;" type="text"/>
Stewardship will communicate with you by email unless specified. To receive communications by post, please tick here <input type="checkbox"/>		

**B. If you are a UK taxpayer we can grow your giving by 25% through Gift Aid**

**Signing this Gift Aid Declaration allows us to reclaim tax on your behalf**

I declare my intention that tax should be recovered under the Gift Aid scheme on all donations I make to Stewardship (full name Stewardship Services (UKET) Limited) from the date of this declaration until I notify you otherwise and on any donations I may have made to Stewardship during the four years prior to this year. I understand that I must pay enough income tax and/or capital gains tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that Stewardship (and any other charities or Community Amateur Sports Clubs) will reclaim on my giving in each tax year. I understand that other taxes such as VAT and Council Tax do not qualify and that Stewardship will reclaim 25p of tax on every £1 that I give. If I do not pay the full amount of tax that Stewardship recovers, I will be liable to refund HMRC the excess amount claimed.

*giftaid it*

Signature:	Date:
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**C. Direct Debit Instruction**

**Instruction to your bank or building society to pay by Direct Debit**

Name and full postal address of your bank or building society:

Bank / Building Society:	
Address:	
Postcode:	
Name(s) of account holder(s):	
Bank / Building society account number:	
Branch sort code:	

Banks and Building societies may not accept Direct Debit instructions for some types of accounts.

Instruction to your bank or building society. Please pay Stewardship (Stewardship Services (UKET) Limited) 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 Stewardship and, if so, details will be passed electronically to my bank/building society.

**SIGNATURE**

Signature(s):

Print Name(s):

Date:

**SERVICE USER NUMBER**

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**REFERENCE NUMBER (office use only):**

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Stewardship, 1 Lamb's Passage, London EC1Y 8AB

**The Direct Debit Guarantee: This Guarantee should be detached and retained by the payer**

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, Stewardship will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Stewardship 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 Stewardship 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 Stewardship 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.

## D. Details of my support

### Regular giving

Please make the following monthly donations from my giving account:

RECIPIENT DETAILS (Name, Address, Charity Number etc.)	AMOUNT	ADD GIFT AID*	START DATE	ANONYMOUS						
1. Intercontinental Church Society	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	D	M	M	Y	Y					
2.	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	D	M	M	Y	Y					
3.	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	D	M	M	Y	Y					
In addition, I would like to give the following extra amount into my Stewardship account on a monthly basis to donate to other charitable causes at a later date:	£									
<b>Total of regular giving to be transferred from my bank account:</b>	<b>£</b>									

### One-off giving

I would like to make a one-off gift for the support of:	AMOUNT	ADD GIFT AID*	ANONYMOUS	PAYMENT METHOD
1. Intercontinental Church Society	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Direct Debit <input type="checkbox"/> Cheque**

\* Tick 'Yes' and we will forward any reclaimed tax (less our deductions, detailed below) to your requested recipient(s). If you do not tick the box (or tick 'No') but have completed section B of this form, any Gift Aid amount will accumulate in your Stewardship giving account.

\*\* Please make cheques (minimum £30.00) payable to 'Stewardship'.

## E. Things you need to know

### 1. Gift Aid tax claims

- 1.1 If you are a UK tax payer, we may be able to claim tax on your gifts to Stewardship under the Gift Aid Scheme.
  - 1.2 You need to have paid enough income tax or capital gains tax in each year to cover the amount of tax reclaimed on your giving.
  - 1.3 If you make gifts under the Gift Aid Scheme to other charitable organisations, you need to ensure you have paid enough tax to cover reclaimed tax on all your giving.
  - 1.4 Your gifts should not be based on the tax paid by another person (e.g. husband or wife) but by you personally.
  - 1.5 If you cease to be a UK tax payer or to pay enough tax, you should notify Stewardship so we do not reclaim too much tax on your giving. You will be liable to refund HM Revenue & Customs if you have not paid the amount in tax that we reclaim on your gift.
- If you are not a UK tax payer, you can still make gifts to Stewardship. Please ensure that you do not tick the 'add gift aid' boxes and do not sign the Gift Aid Declaration.

### 2. Stewardship's deductions

- 2.1 There is no direct cost to you. Stewardship retains 3% of the total gift (original gift + tax) and this amount is deducted from the reclaimed tax.
- 2.2 For non Gift Aided gifts, Stewardship will retain 2% of the gift amount.
- 2.3 We retain a minimum amount of £5 for one-off gifts.

3. Any investment income which may be earned on balances held in your Stewardship account belongs to and will form part of Stewardship's general funds.

4. Your gifts to Stewardship are given for the support of this recipient(s) and should not be in consequence of, nor result in the recipient providing any form of payment or benefit to you, your family, or others connected with them.

### 5. Donation requests for close relatives

- 5.1 If you are requesting a donation for a close relative (a close relative is a: child, grandchild, parent, grandparent, sibling or spouse of any of these) some restrictions apply.
- 5.2 Stewardship are not able to consider donation requests for a close relative if they are a bible college student.
- 5.3 Donation requests for Christian workers who are close relatives are subject to Stewardship's normal approvals and can only be used for the individual's ministry expenses. For more information, please refer to our guide.

For your full guide to giving with Stewardship, please visit [www.stewardship.org.uk/guide](http://www.stewardship.org.uk/guide).

For terms and conditions relating to our giving services, please visit [www.stewardship.org.uk/terms](http://www.stewardship.org.uk/terms).

## F. Looking after your information

1. We will share your name and contact details with the recipients you have chosen to support in order that they may keep in touch with you. If you do not want recipients to receive this information (including your name), please tick the anonymous box.
2. We may share some of the details you provide to us with trusted external agencies, but will only do so for the sole purpose of maintaining your account with us. We will not sell or share your data with any third parties for marketing purposes.

3. From time to time, we may contact you about some of our other services we think may be of interest to you. Please tick here if you **do not** wish to receive these communications
4. We will not share your details with anyone else unless legally obliged to do so.

For full details of our privacy policy visit [www.stewardship.org.uk/privacy](http://www.stewardship.org.uk/privacy)

Once completed, please return to: Stewardship, 1 Lamb's Passage, London EC1Y 8AB

Ref 20021645

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### Legal ownership

Your giving is to Stewardship and, as the funds belong to us, all grants from Stewardship to recipients are at the sole discretion of our Trustees. In the event that any of your requested recipient(s) become ineligible to receive support from Stewardship, no part of your gift can be returned to you, but you will be free to make alternative requests.

### Contact us

t: 020 8502 8560

e: [giving@stewardship.org.uk](mailto:giving@stewardship.org.uk)

w: [www.stewardship.org.uk](http://www.stewardship.org.uk)