

**ST MARY THE VIRGIN, TWICKENHAM  
STEWARDSHIP RECORD**

I/we promise to give £\_\_\_\_\_ weekly/monthly/quarterly/annually to St Mary's.  
*Delete as appropriate to indicate desired frequency of giving*

**Please indicate your chosen Method of Giving and Gift Aid Status by ticking ( ✓ ) the relevant boxes below.**

✓	<b>METHOD OF GIVING</b>	
(a)	<b>By Banker's Order (if selected complete and return the enclosed Banker's Order set-up form). Please use this method wherever possible. It is cheaper and easier for us and more reliable.</b> (NB If you are one of those who also like to give something extra on a regular basis at services, please ask for a set of numbered envelopes by ticking (c), or, for infrequent extra contributions (cash/cheque), use one of the yellow envelopes to be found in the pews or at the back of the Church. We can then record these extra contributions and if registered for <b>Gift Aid</b> reclaim the tax on them too.) <b>If already a giver by Banker's Order then please consider increasing your giving by completing and sending in a replacement form (Any previous instructions will automatically be cancelled).</b> <b>If there is no change this year in the amount you are giving then no new Banker's Order is needed.</b>	
(b)	<b>By cash or cheque for those who give regularly or fairly regularly using the numbered envelope scheme</b> (Selecting this option means you will be allocated a set of 52 numbered envelopes - one for each week - which can be picked up from the back of church). Missed weeks can be made up by increasing a subsequent contribution. The date shown on the envelope is just for your guidance.	
(c)	<b>By cheque as and when. Please send to Peter Sheil (address below) or place in one of the yellow envelopes to be found on the pews and add it to the offertory – see (a) above</b>	
(d)	<b>By a combination of a Banker's Order and numbered envelopes</b>	

It will make a huge difference to St. Mary's finances, if you can sign a **Gift Aid Declaration**. For every £100 St Mary's receives (no matter in what form Banker's Order, cash or cheque) if it is Gift Aided, then St. Mary's can claim an additional £25 from the **HMRC**. Please indicate your Gift Aid status below and if appropriate complete and return the enclosed **Gift Aid Declaration**. (Please advise though if your circumstances have changed, and you no longer pay tax at least equal to that which St Mary's can reclaim in respect of your giving.).

✓	<b>GIFT AID STATUS</b>
	I enclose a signed <b>Gift Aid Declaration</b> , new <b>HMRC</b> rules mean that <b><u>an annual Gift Aid Declaration is required</u></b>
	I regret that I am unable to sign a <b>Gift Aid Declaration</b>
	My tax status has changed since last year and therefore my giving is no longer able to be <b>Gift Aided</b>

Please provide the following information in CAPITALS. **It must be signed by the person claiming the tax relief.**

Title		Name	
Address			
Town			
Post Code		Telephone No.	
E-mail address (legibly please)			
Signature		Date	

If you have any queries in completing the forms contact Peter Sheil: ring: 020 8755 0454 or e-mail him: [giving@stmarytwick.org.uk](mailto:giving@stmarytwick.org.uk)

Please post your completed forms, in the enclosed envelope, as soon as possible, to:  
Peter Sheil, 2 Walpole Road, Twickenham, TW2 5SN.

✂

**Please keep for your records:** Stewardship Year 2015.

Amount to be given to St Mary's per week/month/quarterly/annually £.....

Payment being made under **Gift Aid**: YES/NO (delete as appropriate)