



holytrinitywesterhailes.org.uk

Scottish Charity SC012562

GIVING

Thank you for your interest in helping to support the work of Holy Trinity Church in the local community and beyond

This pack includes all the details you need to begin to give regularly or to make a one-off gift

November 2024



GIVING TO HOLY TRINITY

Your regular tithes and offering are very important to us. Knowing that we can rely on support throughout the year means we can plan ahead.

To give regularly

If you use online banking, the easiest way to set up a standing order is to do so yourself. Please use the banking details supplied on the 'online banking' form [HT-1].

Alternatively, we can help you set up a Standing Order if you complete and return the 'standing order mandate' form [HT-2]

Gift Aid your donations

If you pay tax, please also complete and return a **Gift Aid Declaration**. [HT-3]. This will increase the value of your gift to us by 25%.

NOTE: Please do ensure that the amount of tax you pay each year will cover the amount of tax that will be reclaimed on ALL your charitable giving in the same year.

Allocation of offerings and tithes

If you are a church member or associate, please could you also take time to fill out and return an 'Allocation of Giving' form [HT-4] Further details on form.

Return forms to: Holy Trinity Gift Aid Coordinator
15 Hailes Grove, Edinburgh EH13 0NE

Email: giftaid@holytrinitywesterhailes.org.uk

useful contacts

Holy Trinity Finance Manager: **Marion Thompson**
finance@holytrinitywesterhailes.org.uk

Holy Trinity Gift Aid Coordinator: **Janet Khindria**
giftaid@holytrinitywesterhailes.org.uk

Church Treasurer: **Ian Stirrat**
treasurer@holytrinitywesterhailes.org

Holy Trinity Church has various accounts with the **Bank of Scotland**.
To give to the main Church account, use details below.

Account name: **Holy Trinity Church**

Sort code: **80 02 27** Account Number: **00112904**

If you want your gift to go to a particular area of the church's work, please reference your donation accordingly (eg. **FOODBANK**, **HARVEST**, **YOUTH....etc**)

Are you a taxpayer?

Please fill in a **Gift Aid Declaration** [**Form HT - 3**]. This enables us to add 25% more to your offering at no cost to you.

Return completed forms to Janet Khindria:

Email: giftaid@holytrinitywesterhailes.org.uk

Or post to: **Gift Aid Co-ordinator, 15 Hailes Grove, Edinburgh EH13 0NE**

CAP DONORS – to give directly to Holy Trinity CAP:

Account Name: **Holy Trinity Church CAP**

Sort code: **80 02 27** Account Number: **06007021**

FOODBANK DONORS - to give directly to HT's Foodbank

Account Name: **Holy Trinity Church Foodbank**

Sort code: **80 22 60** Account Number: **12349966**

BRIDGE COUNSELLING SERVICE DONORS

Account Name: **Holy Trinity Church Bridge Counselling**

Sort code: **80 02 27** Account Number: **06006846**

Gift Aid can be claimed on these donations provided you have filled in an returned a Gift Aid declaration [**Form HT - 3**].

Standing Order Mandate

To the manager at: *(your bank's name and address):*

Bank/Building Society Name: _____

Bank Address: _____

_____ Postcode: _____

Please pay **Holy Trinity Church**

sort code: **80 02 27** account number: **00112904**

£ _____ weekly / monthly / quarterly / annually *(please circle one)*

First payment to be made on:

_____ *(date)*, or as soon after this date as possible.

My name: _____

My bank sort code: _____

My bank account number: _____

Signed: _____ Date: _____

Please reference this standing order: _____

(Gift Aid Co-ordinator will add this as your personal reference)

:

Boost your donation by 25p of Gift Aid for every £1 you donate.
Holy Trinity can reclaim Gift Aid on your offerings if you pay sufficient income tax and you provide a signed Gift Aid Declaration.

HOLY TRINITY CHURCH [SC012562]

I want to Gift Aid all monetary donations I make today, in the future, or have made in the past 4 years to **HOLY TRINITY CHURCH**.

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.

tick above

DONOR'S DETAILS

Title _____ First Name or Initial(s) _____

Surname _____

Full Home Address: _____

Postcode: _____ Email: _____

Signed: _____ Date: _____

IMPORTANT - PLEASE NOTIFY THE CHURCH 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.

Allocation of Giving Form

YOUR NAME: _____

PLEASE PRINT CLEARLY

Please let us know how you normally give to the Holy Trinity Church **main church account** (please tick all that apply):

Online Banking

Cheque

CAF or Stewardship

Other

Now please choose **ONE** of the following options by ticking a box:

OPTION 1

I request that **25% of my giving be allocated to the WESTER HAILES FUND.**



(We will make the necessary calculations and transfer 25% of your giving to the Wester Hailes Fund – the remaining 75% will be used for General Church running costs)

OPTION 2

I request that _____% *of my giving be Allocated to the **Wester Hailes Fund.**



[*Make this 0% if you wish all of your donation to go towards church running costs]

(We will make the necessary calculations and transfer your chosen % of your giving to the Wester Hailes Fund – any remaining proportion will be used for General Church running costs)

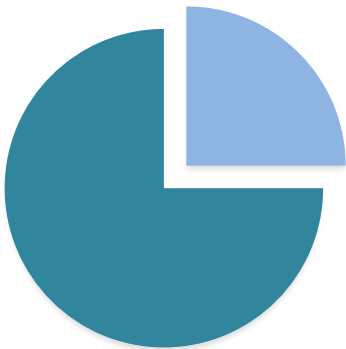
Signed: _____ Date: _____

What does 'Allocation of giving' mean?

From January 1st 2016, we made provision for members to instruct us on how much of their donations they wished to be spend on **General Church** running costs and how much they wished to be spend on **Wester Hailes** community activities. This enabled our accounts to show a clearer distinction between what we give to general **Church running costs** (*eg. paying for our ministers and manses; church fabric, lighting and heating; Church of Scotland dues*) and how much is restricted to **Wester Hailes** Community activities (*eg. youth work and other community supporting activity*)

Many of our members request that 25% of their donations go to **Wester Hailes** activities. Others ask for some other % to go to Wester Hailes activities. Some members ask for all of their donation to go to general church running costs. To maintain a record of donor instructions, we have an 'Allocation of Giving' form that we ask to be signed so we know how you would like your donation to be allocated. There are two options on the form overleaf:

■ Wester Hailes ■ General Church



OPTION 1

Select this option to allocate 25% of your giving to the **WESTER HAILES FUND**. We will make the necessary calculations and transfer 25% of your giving to the Wester Hailes Fund - (*the remaining proportion will be used for General Church running costs*).



OPTION 2

Select this option to **allocate your giving in different proportions** (*eg. anything from 0 - 100% to the Wester Hailes Fund*) (*any remaining proportion to be used for General Church running costs*).

Change to Standing Order Mandate

To the manager at: *(your bank's name and address):*

Bank/Building Society Name: _____

Bank Address: _____

_____ Postcode: _____

Please change my existing standing order to pay **Holy Trinity Church**
sort code: **80 02 27** account number: **00112904**

From £ _____ to £ _____ *weekly / monthly / quarterly / annually*
(current amount) (new amount) (please circle one)

First payment to be made on:

_____ *(date)*, or as soon after this date as possible.

My name: _____

My bank sort code: _____

My bank account number: _____

Signed: _____ Date: _____

Please reference this standing order: _____

(Gift Aid Co-Ordinator will add this as your personal reference)

:



Use this QR code to go directly to online giving to the Foodbank via Stewardship

Charity Platforms

Manage your giving with Stewardship or CAF

Some people find charity platforms such as CAF (Charities Aid Foundation) or Stewardship helpful in managing their giving. These charity 'banks' are a tax-efficient and simple way of giving to a wide variety of charities; an added bonus is that Gift Aid (for taxpayers) is automatically reclaimed and credited to your charity account. For further details of how such platforms work, visit:

stewardship[®]

<https://www.stewardship.org.uk>

CAF
Charities Aid Foundation

<https://www.cafonline.org>