

**transforming giving** Stewardship is the leading Christian provider of tax-effective giving services, currently handling nearly £50 million a year on behalf of more than 34,000 donors. We promote biblical principles and practice - of joyful giving, planned stewardship and generosity.

**raising standards** Our vision is for a transformed Church, where financial and legal administration is a model of integrity and efficiency. We facilitate this by providing a range of legal and financial support services.

**sharing knowledge** We provide training events and resources. We partner strategically with others. If we do not have the resource, we can often point to someone who does.

Contact us for more information about the full range of services we offer.

stewardship®

PO Box 99, Loughton, Essex IG10 3QJ  
t: 08452 26 26 27  
f: 020 8502 5333  
e: [giving@stewardship.org.uk](mailto:giving@stewardship.org.uk)  
w: [www.stewardship.org.uk](http://www.stewardship.org.uk)

Stewardship is the operating name of Stewardship Services (UKET) Limited  
A registered charity in England and Wales no. 234714, and a company  
limited by guarantee, registered in England no. 90305.  
Established 1906  
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sovereign<sup>™</sup>  
account

Supporting  
the ministry of  
**Name of Test  
Account**

stewardship®



This leaflet explains how you can join with Stewardship to support a wide range of Christian charitable endeavours.

This service is carried out by Stewardship, as part of our mission to encourage good stewardship, the responsible management of funds and the release of giving to advance the work of God.

If you have any questions not addressed inside, do contact the person who gave or sent you this form.

## How does it work?

We have assessed this student as being eligible for funding from Stewardship to support their studies. You can make gifts into an account with Stewardship on which we reclaim tax worth around 25% under Gift Aid (providing you are a UK taxpayer). We make regular payments to this student, having considered the gifts received from supporters such as yourself.

### Can anyone do it?

You need to be a taxpayer and pay enough income tax (at whatever rate) or capital gains tax in each tax year to cover the tax reclaimed on your giving. If you are not a taxpayer, you may still make non

gift aided donations using an account with Stewardship & no tax will be reclaimed on your giving. If you wish to make non gift aided donations, please do not sign the declaration on the application form and clearly indicate that we should administer your giving as non gift aided.

### Is there any charge?

There is no direct cost to you. Stewardship retains 3% of the total gift from the reclaimed tax, before sending the rest of the tax to the bible college student we support. However, for non gift aided donations, Stewardship will retain just 1.5% of the gift amount. A minimum deduction of £5 applies to all single gifts.

## What are my obligations?

There is no legal commitment to continue. If for any reason you need to stop, you can.

### What else should I know?

Your donations should not be based on the tax paid by another person (eg husband or wife) but by you personally.

If you cease to be a tax payer or to pay enough tax, you should notify Stewardship so that we do not reclaim too much tax on your giving.

You will be liable to refund HM Revenue and Customs if you have not paid the amount in tax

that we will reclaim on your gift.

If you are related to the student by way of child, grandchild, parent, grandparent, brother, sister or spouse of any one of these, you are not able to give under the Gift Aid scheme.

Funds in Sovereign Accounts belong to Stewardship. Charitable funds can only be used for charitable purposes, Stewardship therefore retains discretion in relation to any gifts we make.

## How do I start?

1. Complete the **application form and Direct Debit** instruction.
2. Detach and keep the Direct Debit Guarantee.
3. Please make any cheques payable to Stewardship.
4. Post the form to; **Stewardship, Freepost (EDO 5086), Loughton, Essex IG10 3BR**

## Instructions to your Bank or Building Society to pay Direct Debits

### Name & address of your Bank/Building Soc

To \_\_\_\_\_ Bank/Building Soc

Postcode \_\_\_\_\_

### Name(s) of Account Holder(s)

### Bank/Building Society account Number

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### Branch Sort Code

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Banks and Building Societies may not accept Direct Debit instructions for some types of account

Date: \_\_\_\_\_

### Service User Number

9	8	2	1	1	7
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### Ref Number - office use only

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### Instruction to your Bank/Building Society

Please pay Stewardship Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit guarantee. I understand this instruction may remain with Stewardship and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) \_\_\_\_\_

Print Name(s): \_\_\_\_\_

SEND TO THE ABOVE ADDRESS, NOT YOUR BANK/BUILDING SOCIETY



Stewardship,  
Freepost (EDO 5086),  
Loughton, Essex IG10 3BR

## Stewardship's fund for: Name of Test Account

### Your personal details

Surname \_\_\_\_\_ Title \_\_\_\_\_

Forenames \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Daytime Tel \_\_\_\_\_

Email \_\_\_\_\_

Stewardship will communicate with you by email unless otherwise specified here. Please use post.

Do you already have an account with us?  No  Yes, Account No: \_\_\_\_\_

### For a regular gift

Frequency and amount

Monthly  Quarterly  Annually

£ \_\_\_\_\_ £ \_\_\_\_\_ £ \_\_\_\_\_

(Min: £10) (Min: £25) (Min: £100)

Choose day of month for payment collection:

\_\_\_\_ e.g. 15th

First payment date (allow at least 3 weeks):

\_\_\_\_ / \_\_\_\_ / 200 \_\_\_\_

### For a single gift

Single gifts of £30 or more  I wish to make a single donation of :

£ \_\_\_\_\_ (min. £30) and enclose my cheque payable to STEWARDSHIP

### This donation should be regarded as

A non gift aided gift If non gift aided gifts are made, please **do not sign** the Gift Aid Declaration.

An anonymous gift

### Gift Aid Declaration for tax reclaim purposes

I declare my intention that tax be recovered under each tax year to cover the amount of tax that the Gift Aid Scheme on all donations I make to Stewardship will reclaim on my giving. Stewardship for the last six years and future gifts until further notice. I understand that I need to pay enough UK income tax or capital gains tax in

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

Date: \_\_\_\_\_ Ref: 20097709

### The Direct Debit Guarantee

### Please keep this and return rest of form above

This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.

If the amounts to be paid or the payment dates change, Stewardship will notify you at least 5 working days in advance of your account being debited or as otherwise agreed.

If an error is made by Stewardship or by your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

