



# giving account application form

Please complete in BLOCK CAPITALS, using BLACK INK. Use a separate sheet if more space is required.

## A. My contact details

Title: Mr/Mrs/Miss/Dr/Rev/Other:	Surname:
Forename(s):	
Date of birth: <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home address:	
	Postcode:
Daytime telephone:	Mobile telephone:
Email:	Stewardship will communicate with you by email unless specified. To receive communications by post, please tick here <input type="checkbox"/>
Do you already have an account with Stewardship? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your account number? <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

## B. Funding my giving account

I would like to credit my giving account by:

**1. DIRECT DEBIT**

I would like to make a regular gift of: £ \_\_\_\_\_ per month into my giving account (minimum of £5.00).

Starting on (please allow 10 working days):

Until:  OR  Until further notice

Please complete the Direct Debit mandate provided.

**2. ONE-OFF PAYMENTS**

I enclose a cheque (minimum £30.00) for: £ \_\_\_\_\_ Please make cheque payable to 'Stewardship'.

## C. Monthly donations out of my giving account

Please make the following monthly donations out of my giving account:

RECIPIENT DETAILS (NAME, ADDRESS, CHARITY NUMBER ETC.)	AMOUNT	SEND GIFT AID*	START MONTH	ANONYMOUS
1.	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
In addition to the above, I would like to add the following monthly amount to build a balance in my account to donate later:	£			

If you would like all future donation requests to be anonymous, please tick here

Please contact us if you would like to set up your regular giving at an alternative frequency to monthly.

\*If you are a UK tax payer, requesting that we send the Gift Aid amount will increase the value of the donation to your requested recipient by 25% (minus Stewardship's deduction). If you do not tick this box but complete the Gift Aid declaration in section D, the Gift Aid we reclaim on your behalf will be added to your Stewardship giving account balance (minus Stewardship's deduction).

## D. My Gift Aid declaration

In order to Gift Aid your donation, please tick the box below to boost your giving by 25 pence for every £1 you give.

I want to Gift Aid this donation and any donations I make in the future or have made in the past 4 years to Stewardship (full name Stewardship Services (UKET) Limited). I am a UK tax payer 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.

*giftaid it*

For your gift to be eligible for Gift Aid, please provide your home address in SECTION A of this form. Please do not provide a business or care/of address.

## E. Terms and Conditions

1. Funds paid into a giving account are gifts to Stewardship and form part of the charitable funds of Stewardship. They cannot be returned to you at any time.
  2. You may add further sums to your account at any time.
  3. You will be able to issue requests to Stewardship to make donations from your giving account, provided that such donations fall within the charitable objects of Stewardship (broadly, general charitable purposes not inconsistent with advancing the evangelical Christian faith). Please note that all distributions are made at the sole discretion of Stewardship and that we reserve the right to refuse to make a grant to a particular recipient if we deem it undesirable to do so.
  4. Stewardship will apply 'fees' to your account, as advertised. Legally these 'fees' are a membership retention from the funds in your account which are applied to our general purpose funds. The amounts retained fund both giver administration and the cost of servicing your membership with us. Information about the current fee structure can be found at [stewardship.org.uk/fees](http://stewardship.org.uk/fees), and is subject to change in accordance with these terms and conditions. All charges are subject to VAT at the prevailing rate, where applicable.
  5. If an account appears to be dormant, and after due enquiry, Stewardship is unable to ascertain your wishes (or your successor(s)), Stewardship will apply the funds for charitable purposes at its sole discretion.
  6. These terms and conditions are binding upon both you and upon Stewardship (and any successor organisation).
  7. If any of these terms and conditions are held to any extent to be illegal or unenforceable under any enactment or rule of law, such terms and conditions shall to that extent be deemed not to apply but the enforceability of the remaining terms and conditions shall not be affected.
  8. We may charge additional fees where we incur additional costs for processing unusual or exceptional transactions such as payments to overseas charities.
- These terms and conditions shall be governed by English law.

## F. Data protection

1. 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.
2. 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
3. We will share your name and postal address with the recipients you have chosen to support in order that they may contact you. If you do not want specific recipients to contact you, please tick the anonymous option against your request for their support. If you do not want us to share your personal details with any of your chosen recipients, please tick the specified box located at the end of section C.
4. We will not share your details with anyone else unless legally obliged to do so.

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

## G. Confirmation

I confirm that I have read, understood and agree to the Terms and Conditions listed on this form and to the 'Things you need to know', as presented in the giving account brochure. I also confirm that the details I have provided on this form are correct to the best of my knowledge.

Signature:

Date:

## H. And finally...

How did you hear of us?

<input type="checkbox"/>	Family or friend	<input type="checkbox"/>	Give.net	<input type="checkbox"/>	Website (other)
<input type="checkbox"/>	Church	<input type="checkbox"/>	Advert	<input type="checkbox"/>	Share magazine
<input type="checkbox"/>	Organisation	<input type="checkbox"/>	Seminar/exhibition/event	<input type="checkbox"/>	Mailing
<input type="checkbox"/>	Professional advisor	<input type="checkbox"/>	Stewardship website	<input type="checkbox"/>	Have used Stewardship in the past

Once complete, please return to: Freepost RTJE-CBKS-LAES, Stewardship, 1 Lamb's Passage, London EC1Y 8AB.

For further information or assistance, please contact our giving services team on 020 8502 8560 or email [giving@stewardship.org.uk](mailto:giving@stewardship.org.uk).



## Stewardship giving account fees

Giving account fees effective as of 1 October 2012.

Current and updated fees are available at [www.stewardship.org.uk/fees](http://www.stewardship.org.uk/fees).

Stewardship fees – for gifts into your account				
Gift type	Our fee	Our minimum fee per gift	Our maximum fee per gift	Our maximum fee per annum
Gift Aid	3%	£5 (fee applies to gifts by cheque only)	£400	£1,300
Non Gift Aid	2%			
Payroll Giving	2.5%	N/A		

Transaction fees (credit or debit transactions available online only)	
Credit card fee (% of gift)	Debit card fee (% of gift)
1%	0%

Minimum gift amounts		
Gift type	Transaction type	Minimum gift
Regular	Direct Debit	£5
One-off	Online & Direct Debit	£5
	Cheque	£30

## important notes

1. Stewardship's "fees" are actually a 'membership retention' from the funds in your account which are then applied to our general purpose funds (does not apply to Payroll Giving accounts). Part of this is used to fund administration, with the remainder contributing to the costs of servicing your membership with us.
2. Minimum and maximum fees will apply to the total gifts into an account regardless of how these funds are invested.
3. Where appropriate, fees are subject to VAT at the current applicable rate.
4. Fees may be reviewed from time to time and are subject to change.
5. Stewardship will rebate any fees over £1,300 in a calendar year.
6. We may charge additional fees where we incur extra costs for processing unusual or exceptional transactions such as payments to overseas charities.



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

Please complete in BLOCK CAPITALS, using BLACK INK.

## 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 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

**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(s):

Print name(s):



### Service user number:

9	8	2	1	1	7
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### Reference number (Office use only):

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

Date:

**ONCE COMPLETED PLEASE RETURN TO:**  
**STEWARDSHIP, 1 LAMB'S PASSAGE, LONDON EC1Y 8AB**  
**DO NOT SEND TO YOUR BANK/BUILDING SOCIETY**

### FOR STEWARDSHIP OFFICIAL USE ONLY.

This is not part of the instruction to your bank. Please fill in as much as possible.

Your Stewardship account no. (if known):

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Your postcode:

This Guarantee should be detached and retained by the payer

## The Direct Debit Guarantee

- 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.

