Issue 09/09	<ul> <li>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.</li> <li>raising standards Our vision is for a transformed Church, where financial and legal administration is a model of integrity and efficiency. We facilitate</li> </ul>	sovereign <sup>**</sup> account
	this by providing a range of legal and financial support services. sharing knowledge We provide training events and resources. We partner strategically with	Supporting the ministry of
	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.	Universite Shalom De Bunia
stewardship®		stewardship®
	PO Box 99, Loughton, Essex IG10 3QJ t: 08452 26 26 27 f: 020 8502 5333 e: giving@stewardship.org.uk w: www.stewardship.org.uk	
		This leaflet explains how you can join with Stewardship to support a wide range of Christian charitable endeavours.
	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.	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.
	Established 1906 © Stewardship 2009	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 organisation as being eligible for funding from Stewardship. 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 organisation, 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

### What are my obligations?

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

#### What if I am a higher rate tax payer?

There's good news for you! Higher rate tax payers receive extra relief claimed through their tax return.

What else should I know?

Your donations should not be based on the tax paid by another person (eg husband or wife) <u>but by you</u> <u>personally.</u> aided donations using an account with Stewardship and 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 organisation 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.

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.

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?

Date:

 Complete the application form and Direct Debit instruction.
 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

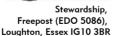
Name & address of your Bank/Building Soc	
To Bank/Building S	oc
Postcode	
Name(s) of Account Holder(s)	
Bank/Building Society account Number	
Branch Sort Code	
Banks and Building Societies may not accept Direct Debit	
instructions for some types of account	

 Service User Number

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Ref Number - office use only



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's fund for: Universite Shalom De Bunia

Do you already have an account with us?       No       Yes, Account No:         For a regular gift         Frequency and amount       Choose day of month for payment collection         □ Monthly       □ Quarterly       □ Annually         \$\varepsilon\$ Monthly       [ Quarterly       □ Annually         \$\varepsilon\$ Monthly       [ Quarterly       □ Annually         \$\varepsilon\$ Monthly       [ Min: £25)       [ Min: £100)         For a single gift       [ 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 for tax reclaim purposes         I declare my intention that tax be recovered under       tax year	Address	Address         Daytime Tel         Email         Stewardship will communicate with you by email un         Do you already have an account with us?         No         For a regular gift         Frequency and amount $\Box$ $\Box$ Monthly       Quarterly $\pounds$ $(Min: £10)$ $(Min: £25)$ $(Min: £100)$ For a single gift         Single gifts of £30 or more $\Box$ I wish to mak $\pounds$ $(min. £30)$ and enclose my ch         This donation should be regarded as	lless otherwise specified here. Please use po □ Yes, Account No: Choose day of month for payment collection: 
Postcode         Daytime Tel         Email         Stewardship will communicate with you by email unless otherwise specified here.         Do you already have an account with us?       No       Yes, Account No:         For a regular gift         Frequency and amount       Choose day of month for payment collection         Monthly       Quarterly       Annually       e.g.15th         £	Postcode         Daytime Tel         Email         Stewardship will communicate with you by email unless otherwise specified here.       Please use p         Do you already have an account with us?       No       Yes, Account No:         For a regular gift       Frequency and amount       Choose day of month for payment collection:         Monthly       Quarterly       Annually	Daytime Tel         Email         Stewardship will communicate with you by email un         Do you already have an account with us?         Do you already have an account with us?         No         For a regular gift         Frequency and amount         Monthly       Quarterly         Annually         £      £         (Min: £10)       (Min: £25)         For a single gift         Single gifts of £30 or more       I wish to mak         £      (min. £30) and enclose my ch	lless otherwise specified here. Please use po □ Yes, Account No: Choose day of month for payment collection: 
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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.

