

# An introduction to the Parish Giving Scheme

## Why are regular gifts so important to your Church?

The Church of England offers a Christian presence in every community. Together we seek to make this Christian presence the heart of all our cities, towns and villages: by our wonderful buildings; by worshipping together; by serving our communities and by sharing our faith and values. This valuable contribution to our communities has a cost. For our Churches to survive and grow, they rely on regular gifts so that they can plan confidently for the future.

## What is the Parish Giving Scheme?

The Parish Giving Scheme (PGS) has been set up to help your parish best manage regular gifts. It is a charity that is owned and funded by the Church of England.

## How does it work?

Gifts can be made on a monthly, quarterly or annual basis, using the attached gift form and Direct Debit instruction. Even though gifts are made to the Parish Giving Scheme, they are restricted to your parish, giving you peace of mind that your gift cannot be used elsewhere. Unlike a utility bill you are always in charge of what you give. Your gift will be passed back to your parish by the 10th of the month. Gift Aid will be received separately once PGS has received it from HMRC. The unique feature of this scheme is the option for you to commit in principle to increase your gift annually in line with inflation. Whilst this is a voluntary decision, it is one that could potentially have a huge impact on the life and future of your church.

## What are the main benefits?

Through your generous commitment, your church can be assured of a regular, tax-efficient source of income which has the capacity to increase with the cost of living, yet involves virtually no administration. You will benefit from a system that is secure, confidential and easy to use, while supporting your church today and for the future.

## Frequently Asked Questions

### Who is responsible for my personal information?

Although PGS has been set up to help your church manage gifts, it is a separate legal entity and must comply with data protection law. By returning the gift form you consent to PGS using your information for the purposes of the Parish Giving Scheme. For more information please see PGS's privacy notice available on the PGS website [www.parishgiving.org.uk/privacy-policy](http://www.parishgiving.org.uk/privacy-policy). Alternatively, please call PGS on 0333 002 1260 for a copy of the privacy notice.

### Will our parish be charged for this scheme?

There is no direct charge to your parish for using the Parish Giving Scheme or processing your gift. The annual running cost of the Scheme is met by the Church of England.

### Why am I giving to PGS?

In order to manage your gift and claim Gift Aid, it is necessary that your gift is legally given to PGS who are handling all the administration. PGS provides a secure and robust service to make it easier for your church to receive regular gifts.

### Can I choose the day my gift is collected?

Unfortunately not. In minimising costs it is important that all gifts are collected on the same day each month, which has been agreed as the 1st.

### What rate of inflation will be used?

If you opt-in to increase your gift annually, we will use the Consumer Price Index (CPI) as an independent and well-known measure of inflation. As your giving anniversary approaches, we will calculate your increased gift using the most recently published monthly CPI data.

### What if I say yes to an inflationary increase, but my circumstances change?

We fully understand that circumstances can change; please rest assured that you will be written to 30 days in advance of any increase with the revised amount. If you are unable to meet it, simply let us know.



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**FUNDRAISING  
REGULATOR**

# What next?

## How do I go about signing up to the scheme?

Fill out the form opposite, with as much detail as possible using a black pen in BLOCK CAPITALS.

Detach it from this leaflet following the cutting line and post it to the address given below.

**Important:** It is essential to complete all sections of the gift form in particular 'Church / Parish name; Diocese of; and PGS Parish code'. Please also ensure that you have ticked the box to say you have read and accepted the terms and conditions. Without this information in full, PGS cannot process your gift. **Note:** We welcome gifts from couples, so if you wish to make a joint gift please write your preferred title in the 'other' box. For the purpose of Gift Aid however they need the signature of just one individual who pays sufficient tax to cover the gift. Please add your initials in the Gift Aid signature box so they know which individual the declaration belongs to.

## Then what can I expect?

Within 10 working days you will receive a letter confirming your personal details, the level, frequency and date of your first gift and the parish you wish to restrict it to. Please check this letter thoroughly to ensure that all the details are correct. In this letter you will receive a PGS reference number (located below the address) which needs to be retained by you, and quoted in any future communication you have with the Parish Giving Scheme. There will also be a bank reference code which begins with 'PGSGIFT', and ends with a unique number code. This is the description which will appear on your bank statement when each gift is given.

## How will my parish be notified of my gift?

Your gift will be paid into your parish's bank account by the 10th of the month and Gift Aid will be received separately once PGS has received it from HMRC. Your parish's Planned Giving Representative receives a statement detailing the names of those who have given gifts through PGS. PGS will provide your parish's Planned Giving Representative with your postal address, however you can decide to remain anonymous by ticking the box on the right. If you decide to remain anonymous only the amount of the gift will be shared with your Representative. We encourage you to remain known to your parish, so that they can thank you and tell you more about how you can support them. This also helps them to avoid mistakenly approaching you in the future to consider a regular gift to your church.

## I currently give by standing order; how do I stop this?

Unfortunately PGS is unable to cancel a standing order for you, only you may do this. If you bank online it is very simple to do through your online account, otherwise you will need to contact your bank direct.

## How do I go about changing my gift in the future?

We know that circumstances change and your ability to give may increase or decrease over time. If you wish to make a change please notify the Parish Giving Scheme using one of the methods provided in the contact information box below, quoting:

- Your PGS reference number (found below your address on PGS correspondence)
- The value of your existing gift
- The new amount you would like to give
- When you would like this change to be brought into effect

Should you wish to have a confidential conversation about your options in changing your gift, please don't hesitate to contact the Parish Giving Scheme at the address below.

**Note:** For administrative reasons the Parish Giving Scheme cannot make any changes within three working days of the next gift date..

## Who do I contact for help?

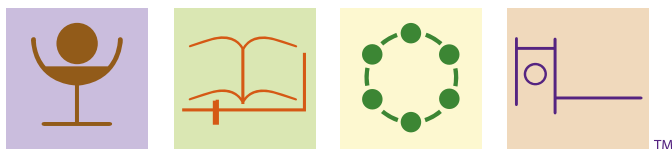
Parish Giving Scheme

4 College Green, Gloucester, GL1 2LR

Tel: 0333 002 1260 Email: [info@parishgiving.org.uk](mailto:info@parishgiving.org.uk)

[www.parishgiving.org.uk](http://www.parishgiving.org.uk)





# PARISH GIVING SCHEME

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

|                    |
|--------------------|
| First name(s):     |
| Surname(s):        |
| Full home address: |
|                    |
| Postcode:          |
| Telephone:         |
| Email:             |

I wish to give £

Please tick one **per month** ☐ **quarter** ☐ **year** ☐  
**to the Parish Giving Scheme** Registered Charity Number: 1156606

**Starting on the 1st\* of ..... (month) ..... (year)**

\*Please allow one month from today

NB: Only you can cancel your existing Standing Order

I wish to remain anonymous to my parish's  
 Planned Giving Representative (Please carefully read  
 'How will my parish be notified of my gift?' on page 2) ☐

## Instruction to your Bank or Building Society to pay by Direct Debit

Name and full postal address of your Bank/Building Society

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address:        |                       |
|                 |                       |
|                 |                       |
|                 | Postcode:             |

Name(s) of Account Holder(s)

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Branch Sort Code

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Bank / Building Society account number

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|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Please complete this page and send it to: **Parish Giving Scheme, 4 College Green, Gloucester, GL1 2LR**

----- CUT HERE -----

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 GC re Parish Giving Scheme will notify you a minimum of two working days in advance of your account being debited or as otherwise agreed. If you request GC re Parish Giving Scheme 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 GC re Parish Giving Scheme 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 GC re Parish Giving Scheme 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.
- ✓ Payments securely processed by GoCardless. GoCardless Ltd (company registration number 07495895) is authorised by the Financial Conduct Authority under the Payment Services Regulations 2017, registration number 597190, for the provision of payment services. GoCardless uses personal data as described in their Privacy Notice (<https://gocardless.com/privacy/>)

**I wish my regular gift to be used solely for the benefit of:**

Church / Parish name .....

PGS Parish code .....

In the village / town / city of .....

In the **Diocese** of .....

I understand that the new amount will be communicated to me by letter 30 days prior to the gift date. I have the right to opt out of this arrangement at any point in the future by communicating my wishes by letter, email or phone to the Parish Giving Scheme.

**I wish to support my parish in the future by increasing my gift each year in line with inflation.**

Please tick **Yes** ☐

**I wish to Gift Aid my donation**

**Gift Aid makes every £1 worth £1.25** *giftaid it*

Please treat as Gift Aid donations all qualifying gifts of money made from the date of my first gift on this declaration and in the future. 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 gifts in that tax year it is my responsibility to pay any difference. I understand the charity will reclaim 25p for every £1 that I give.

**Signature**

Initials:

**Please tick to confirm you have read and accepted the terms and conditions, which can be found at [mypgs.io/givers](http://mypgs.io/givers)** ☐

News from PGS by: Post ☐ Email ☐ or Text ☐

Share info with Church by: Post ☐ Email ☐ or Text ☐



Service User Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 9 | 2 | 1 |
|---|---|---|---|---|---|

Giver reference number (to be completed by PGS office)

|   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|
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## Instruction to your Bank or Building Society

Please pay Parish Giving Scheme 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 Parish Giving Scheme and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s)

Date

