

#### **transforming giving**

Stewardship is the leading Christian provider of tax-effective giving services, currently handling over £30 million a year on behalf of more than 20,000 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®

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f: 020 8502 5333  
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Stewardship is the Christian financial support services charity formed by the merger of Stewardship Services and Sovereign Giving

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

your giving to  
**Matthew & Dianna  
Kottman**  
made more effective

stewardship®



**This leaflet explains how your giving to this Christian worker can be made to go 28% further.**

This service is carried out by Stewardship, a Christian charity specialising in tax-effective giving. We serve many full time Christian workers and their supporters through our tax-effective giving accounts.

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

### How does it work?

- You make your gifts to Stewardship, through the Gift Aid Scheme. This scheme allows taxpayers to give to charities in such a way that tax you have already paid can be claimed back and added to your giving.
- We pass on the gifts, then claim and send on the tax that can be recovered. With basic rate tax at 22%, a gift of £100 increases in value to £128.

#### What payments can I make?

You can make regular payments from as little as £10 a month and single gifts of £30 or more.

#### 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.

#### Is there any charge?

Stewardship keep 3% of the total gift *from the reclaimed tax*, before sending the rest of the tax to the worker(s) you support (a minimum deduction of £2 for a single gift applies). There is no direct cost to you.

### 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 the Inland Revenue if too much tax is recovered.

Under the Gift Aid scheme, there are restrictions on giving to a worker who is a **close relative** (ie, your child, grandchild, parent, grandparent, brother, sister, or the spouse of any of these). If you are considering doing this, please check first with our office.

### How do I start?

- Complete the **application form & Direct Debit instruction**.
- Detach and keep the Direct Debit Guarantee.
- Please make any cheques payable to Stewardship.
- 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

#### Branch Sort Code

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

#### Originator's Identification Number

9 8 2 1 1 7

#### Reference Number - office use only

0

#### 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) \_\_\_\_\_

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

DO NOT SEND TO YOUR BANK/BUILDING SOCIETY



## Application: Matthew & Dianna Kottman

### Your personal detail

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

Forenames \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Daytime tel \_\_\_\_\_

Email \_\_\_\_\_

Do you already have an account with us?  No  Yes, A/C no: \_\_\_\_\_

### For a regular gift

#### Frequency & amount

Monthly  Quarterly  Annually

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

(Min: £10) (Min: £25) (Min: £100)

#### Choose day of month for payment collection:

3rd  13th  23rd

First payment date (allow at least 2 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**

### Declaration for tax reclaim purposes

I declare my intention that tax be recovered under the Gift Aid Scheme on all donations I make to Stewardship from 6th April 2000. I understand that I need to pay enough income tax or capital gains tax in each tax year

to cover the amount of tax that Stewardship will reclaim on my giving.

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

Date: \_\_\_\_\_ Ref: 2 0 0 9 0 4 5 2

### 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 Stewardship.

