stewardship

things you need to know

1. Legal ownership

1.1 Your giving is to Stewardship and, as the funds belong to us, all grants from Stewardship to recipients are at the sole discretion of our trustees.

1.2 In the event that any of your requested recipient(s) become ineligible to receive support from Stewardship, no part of your gift can be returned, but you will be free to make alternative donation requests.

2. Gift Aid tax claims

2.1 If you are a UK tax payer, we may be able to claim tax on your gifts to Stewardship under the Gift Aid Scheme.

2.2 You need to have paid enough income tax or capital gains tax in each tax year to cover the amount of tax reclaimed on your giving.

2.3 If you make gifts under the Gift Aid Scheme to other charitable organisations, you need to ensure you have paid enough tax to cover reclaimed tax on all your giving.

2.4 Your gifts should not be based on the tax paid by another person (e.g. husband or wife) but by you personally.

2.5 If you cease to be a UK 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 & Customs if you have not paid the amount in tax that we reclaim on your gift.

2.6 If you are not a UK tax payer, you can still make gifts to Stewardship. Please tick to show that it is a non-Gift Aided gift and do not sign the Gift Aid Declaration.

3. Stewardship's deductions

3.1 There is no direct cost to you. Stewardship retains 3% of the total gift (original gift +tax) and this amount is deducted from the reclaimed tax.

3.2 For non Gift Aided gifts, Stewardship will retain 2% of the gift amount.

3.3 We retain a minimum amount of £5 for one-off gifts and £1 for regular gifts.

4. Donation requests for close relatives

4.1 If you are requesting a donation for a close relative (a close relative is a: child, grandchild, parent, grandparent, sibling or spouse of any of these) some restrictions apply.

4.2 Stewardship are not able to consider donation requests for a close relative if they are a bible college student.

4.3 Donation requests for Christian workers who are close relatives are subject to Stewardship's normal approvals and can only be used for the individual's ministry expenses. For more information, please refer to our guide.

For full details on terms and conditions of our giving service, please visit www.stewardship.org.uk/terms.

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 by calling 020 8502 8560.

Stewardship PO Box 99, Loughton, Essex, IG10 3QJ 020 8502 8560 giving@stewardship.org.uk

stewardship
transforming generosity

join us in

supporting

Christen Forster

Stewardship is proud to have established a fund to support Christen Forster, as part of our mission to abundantly resource the Kingdom.

This leaflet explains how you can join with us in delivering generous, tax effective support to Christen Forster.

stewardship

Stewardship's fund for: Christen Forster

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: _____

☐ Please tick here if you are a close relative of this recipient (please see note four overleaf).

For a regular gift

Amount: £ _____ Start date: ___/___/_____ *(please allow 3 weeks)*

Frequency: ☐ Monthly ☐ Quarterly ☐ Six-Monthly ☐ Annually (minimum £10)

For a one-off gift

I enclose a cheque payable to Stewardship for £ (min.£30) *(please staple cheque to this form)*

This gift should be regarded as

☐ An anonymous gift

☐ A non Gift Aided gift *(In this case, please do not sign the Gift Aid declaration)*

Gift Aid Declaration (to authorise tax reclaims on gifts to Stewardship)

I declare my intention that tax should be recovered under the Gift Aid Scheme on all donations I make to Stewardship (both in future and for the past four years) until further notice. I understand that I must pay enough income tax or capital gains tax for each tax year that is at least equal to the amount of tax that Stewardship will reclaim on my giving.

Signature _____ Date _____ Ref: 20110573

By completing and returning this form, you acknowledge that you have read and understood the points listed under 'Things you need to know' overleaf, including point 4 on close relative donation requests.

Direct Debit Instruction

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

Date: _____

Service User Number

9 8 2 1 1 7

Ref Number - office use only

DIRECT Debit

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

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 STEWARDSHIP, NOT YOUR BANK/BUILDING SOCIETY

Supporting Christen Forster

We're really pleased that you've decided to join us in supporting Christen Forster.

You can give in this way thanks to our giving service, which means that we will reclaim tax worth around 28% under Gift Aid. The ministry of Christen Forster has been approved by Stewardship as charitable and is therefore eligible to receive grants from us.

4 simple steps

Getting started in supporting Christen Forster with Stewardship couldn't be easier.

1. Complete the application form and Direct Debit instruction. N.B: If you would prefer to keep your identity anonymous please tick the box on the form.
2. Make a note of your giving and detach this page (which includes your Direct Debit Guarantee overleaf) and keep it somewhere safe.
3. If you wish to send a cheque, please make it payable to Stewardship and attach it to the form.
4. Return your form direct to us: Stewardship, Freepost (EDO 5086), Loughton Essex IG10 3BR

what happens next?

Upon receiving your form we will set things in motion to fulfil your giving request. You will hear back from us to confirm that everything is in order with your gift to us. We will pass on a confirmation to Christen Forster to let them know of your wish to help support them, unless of course you've chosen to remain anonymous.

changing your support in future

If you wish to change your regular giving in future, or make additional one-off gifts in support of this, or other eligible recipients, please contact a member of our giving services team on **020 8502 8560** or giving@stewardship.org.uk.

my record of giving

Use this section to keep a record of your support for Christen Forster

Amount: £ _____

Start date: ___/___/_____

One-off? ☐

Frequency: ☐ Monthly ☐ Quarterly ☐ Six-monthly ☐ Annually

Anonymous? ☐

organise more of your giving

By using Stewardship's giving service to support Christen Forster you will automatically have a full giving account available to use should you wish. You can use this account to organise all of your giving under one roof with just one Direct Debit. For more details visit **www.stewardship.org.uk/give**.