



Making the most of your Stewardship support form

A support form makes it easier for individuals to support you. Just print off the form provided and distribute it to your potential supporters. It contains all the information required for us to quickly and effectively receive gifts from your supporters and make grant payments to you.

What you need to do now:

1. Print

You never know when someone might want to support your work. Print a supply to keep handy and please remember to print double sided.

2. Share

Share with potential supporters by including it in support letters, news updates and any other communication you circulate.

3. Complete

Ask supporters to complete the form in full and return it to us. We'll do the rest and will contact them directly if there are any issues getting things set up.

4. Carry on doing what you're doing...

You'll receive confirmation from us once any new giving is set up. Unless a supporter chooses to give anonymously, you can access their contact details from your recipient account at stewardship.org.uk.

Prefer to do it all online?

If you have already opted in for online access, a link to your personal profile page on give.net is provided on your support form. Your give.net profile page will allow supporters to set up regular and one-off giving online. Don't forget to share the link with supporters.

What happens next?

When we receive a completed form from your supporters, we'll get their giving set up and let you know when everything is sorted.

Don't forget we're here to help

Get in touch with our Giving Services Team on 020 8502 8560 or giving@stewardship.org.uk

Three golden rules

1. Please don't fiddle with the form. We cannot process support forms that have been tinkered with.
2. Please use this wording in any printed documents or online to explain your relationship with us...

"We are registered recipients with Stewardship, who have set up a support fund for our ministry. You can support us by making gifts to Stewardship for our fund. Where applicable, the value of your gifts may be increased by use of Gift Aid (worth 25% if you are a UK taxpayer)."

3. Special restrictions apply to close relative support - please check the Support Form (Section E:5) for further details.



I would like to open an account to support:

Children of Hope

A. Your contact details Please complete in BLOCK CAPITALS using BLACK INK. Use a separate sheet if more space is required

Title: Mr/Mrs/Miss/Dr/Rev	Surname:	Forenames:								
Home address:										
Postcode:		Daytime telephone:								
Email:										
Do you already have an account with Stewardship? ☐ Yes ☐ No. If yes, what is your account number? <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
Stewardship will communicate with you by email unless specified. To receive communications by post, please tick here ☐		☐								

B. Your gift aid declaration (this allows us to reclaim tax on your behalf)

I declare my intention that tax should be recovered under the Gift Aid scheme on all donations I make to Stewardship (full name Stewardship Services (UKET) Limited) from the date of this declaration until I notify you otherwise and on any donations I may have made to Stewardship during the four years prior to this year. I understand that I must pay enough income tax and/or capital gains tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that Stewardship (and any other charities or Community Amateur Sports Clubs) will reclaim on my giving in each tax year. I understand that other taxes such as VAT and Council Tax do not qualify and that Stewardship will reclaim 25p of tax on every £1 that I give. If I do not pay the full amount of tax that Stewardship recovers, I will be liable to refund HMRC the excess amount claimed.

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Signature:

Date:

C. Direct Debit Instruction

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

Name and full postal address of your bank or building society:

Bank / Building society:	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.																							
Address:																								
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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.																								
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The Direct Debit Guarantee: This Guarantee should be detached and retained by the payer

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.

D. Details of my support

Regular giving - Please make the following monthly* donations out of my giving account

RECIPIENT DETAILS (name, address (house number, street and postcode), charity number etc.)	AMOUNT	SEND GIFT AID?***	START DATE dd/mm/yy	ANONYMOUS GIFT?
1. Children of Hope Charity number: 1055715	£	☐ Yes ☐ No		
2.	£	☐ Yes ☐ No		
3.	£	☐ Yes ☐ No		
In addition to the above donations, I would like to accrue the following amount in my Stewardship account on a monthly basis to donate to charitable causes at a later date:	£			
Total of regular giving to be transferred from my bank account:	£			

*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 claim the Gift Aid on this donated amount will increase the value of your charitable gift by 25%*. If you do not tick this box but have completed section B of this form, any Gift Aid amount will accrue in your Stewardship giving account.

One-off giving - I would like to make a one-off gift for the support of:

RECIPIENT DETAILS (name, address (house number, street and postcode), charity number etc.)	AMOUNT	SEND GIFT AID?***	ANONYMOUS GIFT?	PAYMENT METHOD
1. Children of Hope Charity number: 1055715	£	☐ Yes ☐ No		☐ Cheque encl ☐ Direct Debit
2.	£	☐ Yes ☐ No		☐ Cheque encl ☐ Direct Debit
3.	£	☐ Yes ☐ No		☐ Cheque encl ☐ Direct Debit

I enclose a cheque (minimum £30.00) for the full amount, payable to "Stewardship" (please tick if enclosed) ☐

E. Things you need to know

1. Gift Aid tax claims
1.1 If you are a UK tax payer, we may be able to claim tax on your gifts to Stewardship under the Gift Aid Scheme.
1.2 You need to have paid enough income tax or capital gains tax in each year to cover the amount of tax reclaimed on your giving.
1.3 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.
1.4 Your gifts should not be based on the tax paid by another person (e.g. husband or wife) but by you personally.
1.5 If you cease to be a UK tax payer or to pay enough tax, you should notify Stewardship so 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.
If you are not a UK tax payer, you can still make gifts to Stewardship. Please ensure that you do not tick the 'Gift Aid it?' boxes and do not sign the Gift Aid Declaration.
2. Stewardship's deductions
2.1 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.

2.2 For non Gift Aided gifts, Stewardship will retain 2% of the gift amount.
2.3 We retain a minimum amount of £5 for one-off gifts by cheque.
3. Any investment income which may be earned on balances held in your Stewardship account belongs to and will form part of Stewardship's general funds.
4. Your gifts to Stewardship are given for the support of this recipient(s) and should not be in consequence of, nor result in the recipient providing any form of payment or benefit to you, your family, or others connected with them.
5. IF YOU WISH TO SUPPORT AN INDIVIDUAL:
Donation requests for close relatives
5.1 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.
5.2 Stewardship are not able to consider donation requests for a close relative if they are a bible college student.
5.3 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, not their living expenses. For more information, please refer to our guide. For full details on terms and conditions of our giving service, please visit stewardship.org.uk/terms.

Once complete, please return to: Stewardship, 1 Lamb's Passage, London EC1Y 8AB

ref: 20027510

For further information or assistance, please contact our giving services team on 020 8502 8560 or email giving@stewardship.org.uk.



Legal ownership

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. 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 request donations for alternative recipient(s), churches or charities.

Contact us

t: 020 8502 8560

e: enquiries@stewardship.org.uk

w: www.stewardship.org.uk