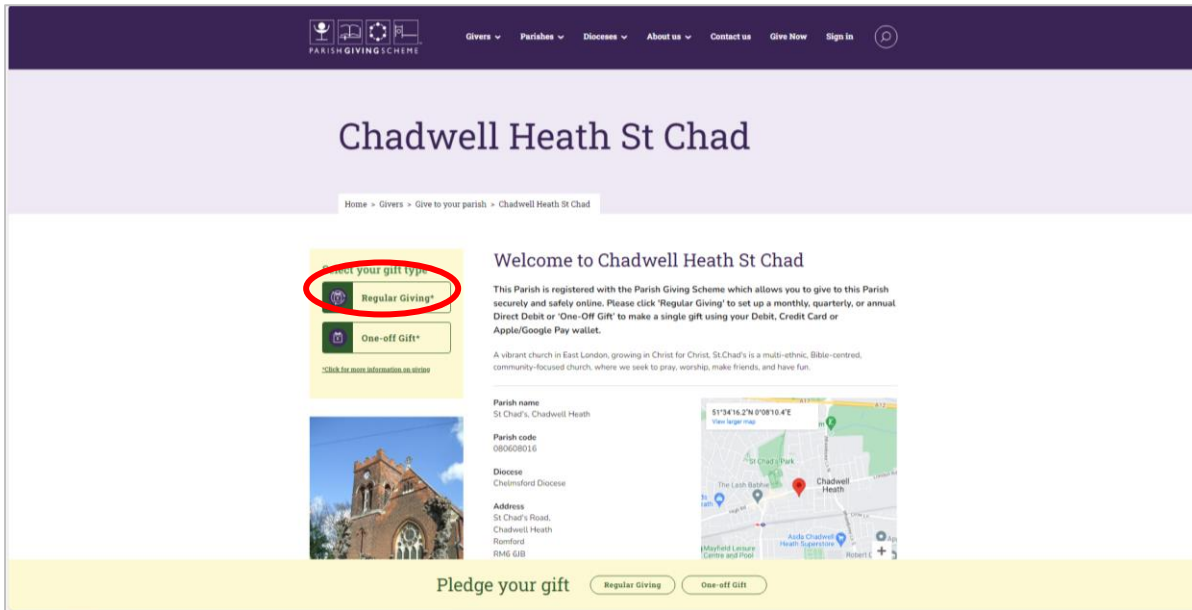


# How to Set Up Your Parish Giving Scheme Direct Debit

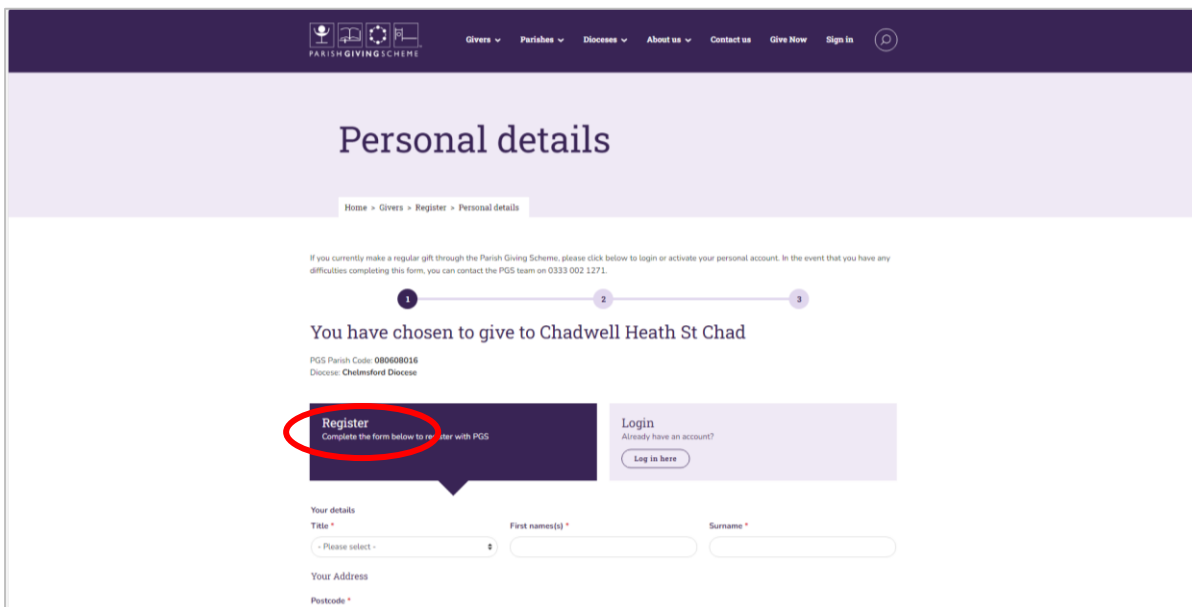
Click on the following link to access St Chad's page on The Parish Giving Scheme website:

<https://www.parishgiving.org.uk/donors/find-your-parish/chadwell-heath-st-chad-romford/>

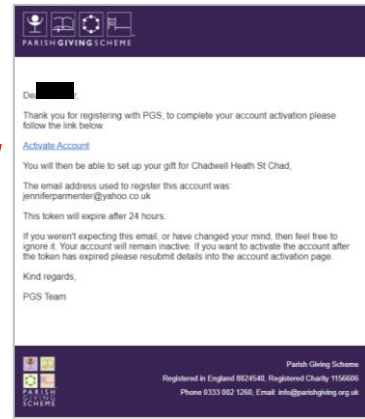
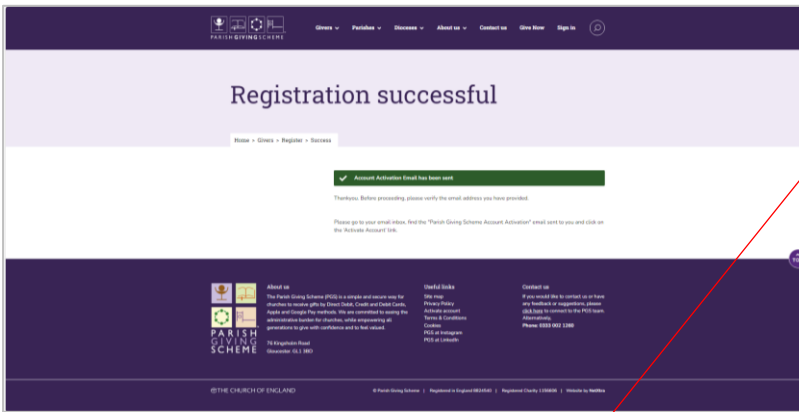
This should bring you to the page shown below, featuring a picture of our church!



Click on the 'Regular Giving' button (circled in red on the picture above) to begin the registration process.

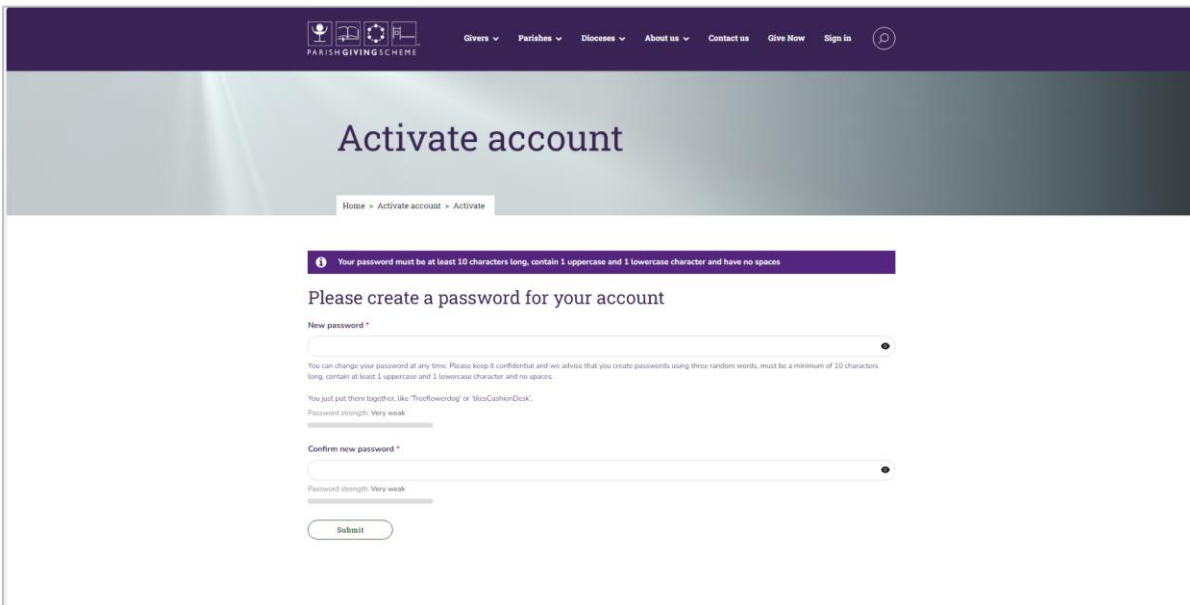


Click on the 'Register' tab (circled in red on the picture above) and enter your details.

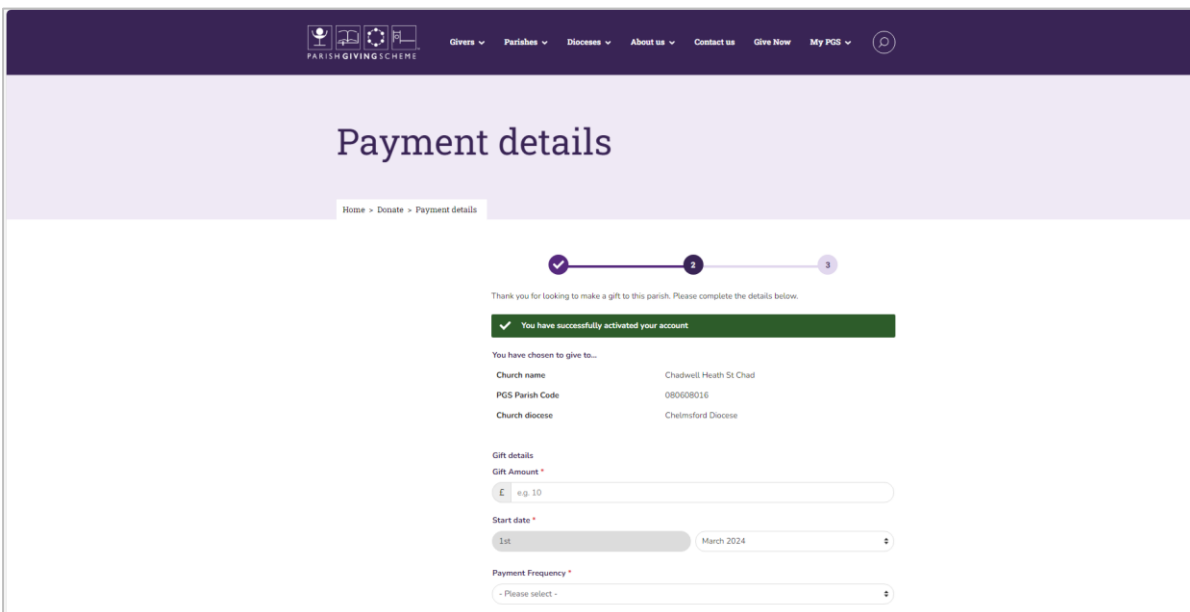


Once you have registered, you will see the following screen.

Now log in to your email account and activate your Parish Giving Scheme account.



You will then be asked to make a password.



Follow the onscreen instructions and enter your payment details. You will then have the chance to:

### Maintaining the value of your gift

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

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

- choose to increase your gift in line with inflation

### Gift Aid

I wish to Gift Aid my donation.

Gift Aid makes every £1 worth £1.25.

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 donations 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.

If you wish to back date your Gift Aid please contact the PGS Team on 0333 002 1260

*giftaid it*

- choose to increase your gift with Gift Aid

### Your data and your parish

Most donors allow us to tell their parish that they have set up a Direct Debit by including their name on monthly parish statements and sharing their address details. However, you may choose to remain anonymous to your chosen parish by ticking the box below.

I wish to remain anonymous to my parish's Planned Giving Representative

[Please see our FAQs](#) to see how your information will be shared with the parish you donate to.

We can let your parish know the email and phone number you have provided to us Your parish may use this for newsletters, thank you letters and other communications which, in law, could be regarded as direct marketing.

Please tick the boxes below if you are happy to hear from your parish in this way:

Email  Phone  Text *(Please tick all that apply)*

\* Please note that these permissions do not change any existing consents you have given to the Parish as it just covers consents arranged through the PGS. For example, if you have already given consent to receive your Parish newsletter by email then you would need to contact your Parish directly in order to stop receiving the newsletter.


- choose whether you want your details to be disclosed to St Chad's (only the Treasurer would see this) or to remain anonymous

#### Confirmation of Direct Debit Instruction

The company name which will appear on your Bank Statement against the Direct Debits will be **PGS Thank you**

Your Direct Debit Instruction will be confirmed to you by email within 3 working days or not later than 10 working days prior to the first collection - as long as that takes place within the first month. Any changes to the frequency or amount of your collections will be advised to you 10 working days in advance.

**Contact details:**  
Parish Giving Scheme,  
76 Kingsholm Road,  
Gloucester,  
GL1 2BD  
Tel: 0333 002 1260  
Email: [info@parishgiving.org.uk](mailto:info@parishgiving.org.uk)



#### 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 then The Parish Giving Scheme will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The 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, either by The 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 The 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.

#### Confirm your donation to continue

I confirm that the details I have provided are correct

Finally, review the information you have entered and click on 'continue.'

**Congratulations, you have now set up your direct debit!**