

I would like to support the work of the Clergy Training Fund by contributing via:



Standing Order or  CTF Envelope

(To be made out in **one name** only, not jointly. Please use block capitals.)

Title \_\_\_\_\_ Christian Name \_\_\_\_\_

Surname \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Your Parish \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I would like to Gift Aid all my donations.  
(Please tick)

*giftaid it*

**I would like the Clergy Training Fund of the Archdiocese of Birmingham to treat all qualifying donations I have made since \_\_\_\_\_ [please complete with a date up to 4 years prior], and all donations in the future, as Gift Aid donations.**

**I am a UK taxpayer and I understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.**

1. You are entitled to cancel this declaration at any time. This should be done in writing to the CTF.
2. If in future your circumstances change and you no longer pay tax on income and capital gains equal to the tax that the CTF reclaims, you must cancel this declaration.
3. As any tax refund received by the CTF is at the basic tax rate, higher rate taxpayers will benefit through additional tax relief if they include their Gift Aid Declaration on their Self-Assessment tax return.
4. This declaration refers to all donations for which the CTF has record of receipt.
5. Please notify the CTF if you change your name or address.

Bank / Building Society Standing Order Form



Name of Bank/Building Society \_\_\_\_\_

Branch Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

This instruction cancels any previous order made in favour of the beneficiary named below.

**Please set up the following Standing Order and debit my/our account accordingly:**

### 1. Account Details

My account name \_\_\_\_\_

My Sort Code \_\_\_\_\_ My Account Number \_\_\_\_\_

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 2. Payee Details

For CTF Office Use

### 3. About the Payment

Payment amount: £ \_\_\_\_\_

Commencing date: \_\_\_\_\_

How often are the payments to be made?

Monthly  Quarterly  Annually

and thereafter until further notice.

### 4. Signature (must match signature on Form A if Gift Aided)

\_\_\_\_\_  
Date \_\_\_\_\_

**Please do not send this form to your bank/building society – it must come to the CTF for our records.**

Please tick if you **have already set up the Standing Order** with your bank/building society online.

# Supporting the Clergy Training Fund

There are two ways to contribute regularly:

## 1. Standing Order direct from your bank

(Complete and return Forms A&B. If you wish to set this up via online banking, please phone us.)

or

## 2. Through envelopes in your parish's collection

(Please complete Form A.)

If you are a UK taxpayer, your donations can be **Gift Aided** – read the declaration and tick the box on Form A, or phone us to make an oral Gift Aid declaration.

## Return forms to:

Clergy Training Fund  
Diocesan Vocations Office  
St. Mary's College, Oscott  
Chester Road  
Sutton Coldfield  
B73 5AA

## For more information, please contact:

CTF Administrator: Kathie Sanghera  
0121 321 5137 • [CTF@vocations.org.uk](mailto:CTF@vocations.org.uk)

Gift Aid: Ann O'Rourke  
0121 321 5136 • [giftaid@vocations.org.uk](mailto:giftaid@vocations.org.uk)

## Protecting your privacy – GDPR

The CTF is part of the Archdiocese of Birmingham and will process the information you supply in accordance with the privacy notice on the website of the Archdiocese. The legal ground for that processing will be that it is necessary in the legitimate interests of the Archdiocese to do so. Your information will only be shared with HMRC under the legal obligation which the Archdiocese has to do so, if you Gift Aid. The CTF will retain your information until the end of the sixth tax year after your last donation and will then delete it securely.



[www.vocations.org.uk/CTF](http://www.vocations.org.uk/CTF)