

**CHURCH PAYEE RETURN FORM** N.B. USE SEPARATE FORM FOR EACH CHURCH / CHAPEL TO WHICH THE SHARE OF THE PROCEEDS ARE TO BE FORWARDED. COMPLETE THE BOXES BELOW

***PLEASE COMPLETE AND RETURN THIS FORM BY THE END OF NOVEMBER***

<p>To: The Treasurer Norfolk Churches Trust Bike Ride and Walk Manor Farmhouse Diss Road, Tibenham Norwich NR16 1QF</p>	<p>From (name of Church/Chapel): Parish:</p> <p>Email address:</p>
<p><b>Please write here</b> to whom we should write the cheque for a share of your donation (i.e. Rackheath PCC). This <b>must</b> be the same as your church/chapel bank account, <b>ask your PCC Treasurer if not sure:</b></p> <p><b>Pay</b> .....</p> <p>Official to whom cheque should be sent:</p> <p>Name:</p> <p>Address:</p> <p>Email address:</p>	<p><b>Amount collected: £                      of which £</b> <b>is eligible for Gift Aid*</b></p> <p><b>Online Donations:</b> If any online donations have been made, please provide an online receipt reference number so we can match these to your church/chapel (NB ref. no. is not needed if participant/donor is using a JustGiving fundraising page):</p>

*All cheques to be made payable to “Norfolk Churches Trust” and forwarded with this form in the envelope provided.*

**Please make sure all returns are sent by the end of November to ensure they are included when cheques are issued in January.**

A cheque will be returned early next year and will include the share of both the proceeds and the gift aid at the current rate set by the government, less a deduction of 2.5% for administration and printing.

**\* To be eligible for Gift Aid, Sponsor Form needs full name, address, postcode and ticked Gift Aid box.**  
***Please remember to return all Sponsor Forms with your paperwork.***

## **NOTES FOR LOCAL ORGANISERS RE FINANCIAL ARRANGEMENTS**

1. Please emphasise to all participants the need to forward their sponsorship monies to you **as quickly as possible** after the ride. All cheques are processed in one batch so any delay will affect everybody.
2. Please note that full proceeds must be forwarded, part of which will be returned to the nominated Church or Chapel. Please include a remittance form each time you send in a sum of money, to help us get the cheque made out correctly and to the right destination (additional forms available on the NCT website).
3. **It is suggested that you pay all cash collected into your own bank account and issue a cheque payable to The Norfolk Churches Trust for the amount being forwarded. In cases of difficulty, we are sure that your bank manager will be pleased to assist.**  
**If for any reason you are unable to do this, or do not have a bank account, please telephone the Trust Office on 01379 677272 for advice.**
4. Please use a separate form for all monies collected on behalf of Churches or Chapels other than your own and **ensure that every box overleaf is completed so that sufficient information is provided to enable the half proceeds to be returned to the correct recipient.**
5. Please note that it is not necessary to wait until you have collected all the sponsorship monies but we leave it to your discretion as to how often you forward the funds collected. We would ask you to aim to get all the funds to us by the end of November.
6. General Data Protection Regulations (GDPR): The Norfolk Churches Trust's Privacy Policy specifies how your data will be processed and it is available to view on the Trust's website. Please contact the Trust Secretary should you have any questions or want to change the way your data is processed.