



CHURCH/CHAPEL PAYEE RETURN FORM

Please complete and return this form **by the end of October**

<p>To: The Treasurer Norfolk Churches Trust Bike Ride & Walk Wood Farm Foxley Road Themelthorpe Norfolk NR20 5PU</p>	<p>From (name of Church/Chapel):</p> <p>Contact name:</p> <p>Contact email address:</p> <hr/> <p>Amount collected: £</p> <p>Of which £ is eligible for Gift Aid*</p>
<p>Payment to parishes will be made by BACS</p> <p>Account Name (as per bank statement):</p> <p>Account No:</p> <p>Sort Code:</p>	<p>Online Donations: If any online donations have been made, please provide an online receipt reference number so we can match these to your Church/Chapel</p> <p>Reference: _____</p> <p>Date Paid: _____</p> <p>Amount Paid Into the Bank: _____</p>
<p>Confirmation of payment should be sent to:</p>	<p>Are you expecting Just Giving Donations? Y/N</p>

NOTES FOR LOCAL ORGANISERS REGARDING FINANCIAL ARRANGEMENTS

1. Please remember to return all Sponsor Forms with your paperwork.
2. *To be eligible for Gift Aid, the Sponsor Form requires the sponsor to be a UK Taxpayer and to provide their full name, first line of address, postcode and ticked Gift Aid box.
3. Please make all cheques payable to Norfolk Churches Trust and forward with this form in the envelope provided. It is suggested that you pay any cash into your own bank account and issue one cheque to the Trust. If for any reason you are unable to do this, please email: finance@norfolkchurchestrust.org.uk
4. Please use a separate Church Payee Return Form for each Church or Chapel, if more than one is to benefit (additional forms available on Norfolk Churches Trust website at www.norfolkchurchestrust.org.uk/bike-ride-walk/local-co-ordinators/).
5. A BACS payment will be made early next year and will include the share of both the proceeds from sponsorship and donations and any relevant Gift Aid amounts at the current rate set by the government. This will be made less a deduction of 2.5% for administration and printing costs.
6. General Data Protection Regulations (GDPR). Preservation of your privacy is important to the Norfolk Churches Trust, and we are committed to letting you know how we use your personal information and to making only responsible use of your data. You can read our Data Privacy Statement on our website at www.norfolkchurchestrust.org.uk

<p>For Finance Office Use:</p>
