

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 Ely Diocesan Board of Finance will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Ely Diocesan Board of Finance 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 Ely Diocesan Board of Finance 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 Ely Diocesan Board of Finance 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.



If your Parish pays its Parish Share by Direct Debit

The Diocese will

- Avoid having to borrow to pay stipends
- Reduce administration costs
- Have a secure source of income and thus make budgeting easier

...your Parish will

- Gain the advantage of to **2.5p in every pound** you pay by this means

... and your Deanery could

- Gain an additional 2.5p in each pound to redistribute among its parishes

Please tell your PCC about this and help us to help you.

Remember that, every penny paid in Parish Share is used to support the Ministry within the Diocese of Ely.

When we save, you benefit

For further information, please contact:
Account s Administrator, Janice Sulman (01353-652708)



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of
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**Paying your Parish Share by
Direct Debit**

A brief guide

Paying your Parish Share by Direct Debit

Direct Debits are familiar to many people as a convenient way of paying their household bills. As from 1998, Parishes will be able to pay their Parish Shares by this same easy method.

This leaflet has been designed to give details of the scheme and to answer the more common questions that might arise. If, after reading it, you need further information, please do not hesitate to contact us at the Diocesan Offices. Our address and telephone number are on the reverse of this leaflet.

The details of the scheme and the discounts are those in force for 1998. We may find that we have to change some aspects of the scheme in the future, subject, of course, to the rules of Direct Debits.

What are you trying to achieve?

Each month we have to pay out over £200,000 in stipends and salaries. Parish Share is the main source of our income. Unless we receive regular, monthly payments to meet our monthly bills, we have to borrow. This costs money in interest payments.

By paying your Parish Share by monthly Direct Debit, you can assure us of a regular income, and help us to save these interest charges.

Why introduce Direct Debits?

Direct Debits are the modern and efficient way of setting up regular payments. You only have to fill in one form and then, with your agreement, we can collect a different amount each year.

Direct Debits also reduce our administrative costs.

Why Should I change?

All Parishes will benefit if the Diocese saves money. However, to encourage Parishes to join the new scheme, and to reflect the savings that we shall make, we are introducing an important incentive.

For every £1 you pay by Direct Debit, 2.5p will be credited back to your Parish as a discount. In addition, if your Deanery pays its share in full, it will receive a further 2.5p, making 5p in all.

These discounts will be returned in the following year to your Parish and Deanery respectively.

This means that the savings achieved by Direct Debit are passed back to those who have helped to make them.

How will it work?

We shall normally collect one tenth of your Parish Share on the 17th of each month from February to November. However, if your Parish's cashflow cannot manage this, we are happy to collect a lesser amount.

No matter what you pay, your Parish will be credited with 2.5% of your Direct Debit payments.

Can I still pay by Standing Order?

If you wish, you can set up a Standing Order for all or part of your Parish Share. However, the Diocese no longer automatically issues Standing Order forms, and payment by Standing Order will not attract any discount.

Am I still in control?

Before we are allowed to operate a Direct Debit scheme, we have to be sponsored by our bank. We then have to give legal guarantees that, if we collect money to which we are not entitled, we repay it as soon as the mistake is noticed. We also have to tell you exactly how much we intend to take and when, and give you plenty of notice if we intend to change this. That means that we shall always write to you in advance to tell you the amount we propose to collect in the following year. You can then write back and tell us if you want us to collect less or more than that amount.

For further details, please read the Direct Debit Guarantee at the end of this leaflet.

What if I need to stop paying?

You may find that, because of unforeseen circumstances, your Parish is unable to meet its monthly payments. If this happens, then contact us immediately to discuss alternative arrangements. However, you must remember that, to stop a payment from any particular month will take a little time.

You may, of course, write to your bank and cancel the instruction if you wish, but if you do so, please let us know.

What do I do next?

When we tell you your Parish Share, we shall enclose a form which you complete to tell us how much you wish to pay by Direct Debit and, if you have not already completed an authorisation, a form that allows us to collect the money from your bank account.