STATEMENT RECEIVER WELCOME PACK

PARISH GIVING SCHEME

We're delighted to welcome you to the Parish Giving Scheme.

Your PGS welcome pack provides important information you'll need to know including a guide to setting up your online Statement Receiver account and details about our processes that will help reduce the burden of administration, so please take the time to read it through.

If you have any further questions, please contact our team on:

Phone: 0333 002 1260

Email: info@parishgiving.org.uk

We look forward to working with you,
The PGS Team

CONTENTS

Statement Receiver account activation 1

Three ways to give 2

Using paper gift forms 3

Statements 4

Anonymous gifts 5

Gifts from couples and Gift Aid.....6

Changes to parish registration details and PGS resources 7



PARISH GIVING SCHEME
ADVANCING **REGULAR GIVING** IN EVERY CHURCH

Registered with FUNDRAISING **REGULATOR**

Website: www.parishgiving.org.uk
Email: info@parishgiving.org.uk
Tel: 0333 002 1260

As a Statement Receiver, we've included some key information we think it's important for you to know:

STATEMENT RECEIVER ACCOUNT ACTIVATION

To gain access to your monthly gift and Gift Aid statements from PGS via our website. You will first need to set up an online account, as well as two-factor authentication. Visit the link below to activate your Statement Receiver account:

https://www.parishgiving.org.uk/parishes/parishportal

YOU WILL NEED:

- Your PGS parish code (supplied by email with this welcome pack)
- Your Statement Receiver email address
- To set up two-factor authentication (how-to guide supplied by email with this welcome pack)

Once your parish's first gift has been collected, we will provide statements for all gift types and associated Gift Aid, fully reconciled with the amounts paid into the PCC bank account.

We recommend that you view and download your statements regularly. You will also have access to reporting, which allows you to view data, in addition to your statements.

Please note: Passwords and login details are unique to individual Statement Receivers and should **never** be shared. Parishes can have multiple Statement Receivers, please contact the PGS team to request an additional Statement Receiver form.

If you are **no longer** the Statement Receiver for your church, please notify the PGS team.

As a Statement Receiver, we've included some key information we think it's important for you to know:

THREE WAYS TO GIVE



BY TELEPHONE

Prospective givers may set up a regular Direct Debit gift over the telephone by calling **0333 002 1271**, Monday to Friday between 9am - 5pm.



ONLINE

Regular giving can now be set up online at **www.parishgiving.org.uk** and givers can also manage their preferences including Gift Aid and inflationary giving.



BY POST

If using gift forms, please ensure that the name of your Church/Parish and PGS Parish Code are completed clearly. This will ensure that new gifts are administered without delay and that gifts are returned to the correct parish.



ONE-OFF

You can now make a one-off gift quickly and securely through PGS. This option is ideal for special gifts or occasional contributions and givers can still choose to add Gift Aid to maximise their support.

All new givers will receive details of their gift in a thank you letter, which will include the start date. This will enable them to cancel their Standing Order, if they have one, at the correct time. Please note that we **cannot** do this for them.

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USING PAPER GIFT FORMS

The current version of our paper gift form is dated April 2026 but we will accept paper gift forms dated October 2025. All gift forms previous to this are now invalid. Please contact your Giving Advisor to request the current gift form.

We are also unable to accept **photocopies** of the paper gift form, or gift forms sent to us via email.



TOP TIPS FOR COMPLETING PAPER GIFT FORMS:

- Writing should be clearly legible; in particular, bank account details and email addresses
- Givers must sign the Direct Debit instruction section of the form
- Givers must tick to confirm that they have read and accepted the terms and conditions
- PGS can only collect gifts on the first working day of the month and gifts cannot be set up more than three months in advance
- PGS wil set up new gifts, from the next available start date

As a Statement Receiver, we've included some key information we think it's important for you to know:

STATEMENTS

Statements are produced in line with the distribution of funds from PGS to your church bank account prior to distribution. This means that the statement is a true reflection of the remittance, reducing the need for any post-statement changes. Regular gifts will be remitted into PCC accounts on 10th of each month.

Regular Gift Aid will follow as soon as it has been received and reconciled by PGS. One-off, contactless gifts and Gift Aid will be remitted once all cleared funds have been reconciled.

0333 002 1260

To support ongoing relationships between parish and giver, and to help you keep your givers informed of the total gifts they have made, givers have the ability to generate their own tax year reports online, this can be completed with the click of a button.

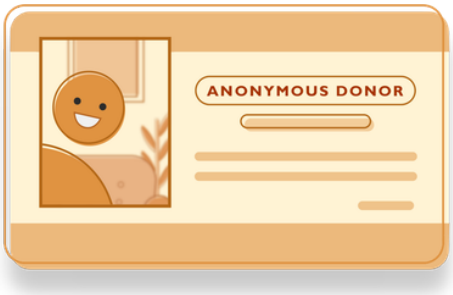


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ANONYMOUS GIFTS

If you would like to communicate directly with your givers, we recommend that you request contact details from them when you introduce the scheme.

If givers wish to remain anonymous to their Parish Giving Representative, this will mean that **only** the PGS administrator will know their identity. This may impact the parish's ability to communicate with any anonymous givers on an individual basis.



PGS is happy to forward a 'thank you' message to anonymous givers on your behalf.

All you need to do is to send us your communication, together with a stamped envelope and PGS contact number. PGS will add the address and send it to your anonymous giver/s; however, we do not have the resources to personalise each letter with individual giver information.



As a Statement Receiver, we've included some key information we think it's important for you to know:

GIFTS FROM COUPLES

We welcome regular gifts from couples by phone or using the gift form. However, for Gift Aid claims, we require only one signature, title and first name on the Gift Aid declaration. The signature must be from the eligible individual who pays sufficient tax to cover the gift.

The bank account used for their gift to be collected, must be a joint account or in the individuals name, who is eligible to claim. To ensure compliance with HMRC guidelines, please encourage givers to notify us immediately if there is any change to their Gift Aid eligibility.

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If a giver is unsure whether they are eligible to claim Gift Aid, we recommend that they do not sign a Gift Aid declaration.

It is easier for PGS to back date a Gift Aid claim and make an extra payment to the Parish, than to request any amount claimed in error be repaid to us by the Parish, in order to refund it to HMRC.

As a Statement Receiver, we've included some key information we think it's important for you to know:

CHANGES TO PARISH REGISTRATION DETAILS

Should any of the details you have provided us on the registration form change in the future, please inform us as soon as possible. A paying-in slip should be sent as evidence of any change to bank account details. For more information on how to inform PGS of any changes, please email info@parishgiving.org.

PGS RESOURCES

For information, guidance and resources such as gift forms you can contact your Diocesan Giving Advisor, you'll find contact details on our website.

We've produced a number of helpful resources that can be found on the CPO Print Portal. These include bookmarks, pew cards and a parish to giver leaflet.

https://www.cpo.org.uk/c-of-e-print-shop/other-cofe-initiatives/parish-giving-scheme.html

You can request PDF resources from your Diocesan Giving Advisor.

The friendly PGS team are on hand to answer any questions you may have from:

Monday to Friday, 9am-5pm

Email: info@parishgiving.org.uk

Tel: 0333 002 1260