THE PARTNERSHIP TRUST

NOTES FOR DONORS

1. We are grateful for your support of mission via the Trust but are unable to acknowledge receipts of funds intended for beneficiaries. Beneficiaries normally receive remittances from the Trust on a monthly basis together with a statement listing the source of donations received.

2. We do not make a set charge for processing donations or recovering income tax via gift aid. However, we do request that recipient partners consider making a small voluntary donation towards the costs of administering the Trust. Additionally, if bank charges arise on the transmission of funds overseas, we deduct this from the remittance sent.

3. Any on-line transfers must always include your name and the beneficiary's reference. Our account details are below:
   Account name: The Partnership Trust
   sort code: 30-00-05
   account no: 00936506

   Exceptionally (for those without on-line banking) we will accept cheques which should be made payable to "The Partnership Trust". We are unable to accept cash donations.

4. The intended beneficiary should be notified to us when making the first or any single donations.

5. Please forward standing order instructions directly to your bank, not to the Trust.

6. When completing the gift aid declaration, please ensure that the relevant options are clearly marked to avoid income tax being reclaimed incorrectly.

7. Blood relatives and close relatives of the beneficiary should not make gift aid donations unless they write a letter to the beneficiary, and send a copy of that letter to ourselves, stipulating that the donations are for 'ministry' and not for personal support.

Please contact Heather on 0114 2747557 if you have any questions concerning the operation of the Trust.