

Community Church Bishop's Stortford
CIO number 1166939

Change of Charitable status

The Community Church has changed its Charitable status to a Charitable Incorporated Organisation (CIO), due to the benefits this relatively new legal entity offers the Church (and the majority of similar charities) in terms of Trustee liability, simplified registration, reporting and accounting requirements and the consequential reduction in costs to the Church of compliance with these arrangements.

This change has no effect on the vision, values, culture and ethos of our Church, but rather serves to ensure we have the most appropriate arrangements which underpin our legal status in support of these aims.

The change affects most of us in relation to our giving to CCBS as the bank account has had to change as part of the process.

What do I need to do?

1. **Cancel** existing standing orders and **set up new arrangements** with our new banking details (page 2) before **31st July 2017**.
2. **Fill out** a new Gift Aid form if you are a UK taxpayer (page 3) and **return** this to the Church Office.
3. **Email** the Church Office to confirm you've changed your standing order (office@ccbs.org.uk)

There are two ways to update your Standing Orders:

1. Online banking

If you bank online, log onto your Online Bank account and cancel your existing CCBS standing order to Lloyds Bank and set up a new standing order using these details:

- o Church name: **Community Church Bishop's Stortford**
- o New CCBS bank details: **Lloyds Bank / Sort code: 30-90-84 / Account no: 35870560**

2. By post

- Fill in the standing order form (attached)
- Send the completed form to your bank as well as a letter cancelling your existing standing order
- A suggested form of words for you to send to your bank is:

Dear Sir / Madam,

I/we would like to cancel my/our existing standing order to Community Church Bishop's Stortford for the sum of £00.00 per month.

Please find attached details of a new standing order.

Yours faithfully.....

Note about Wills/Legacy bequests:

The old bank account will remain open for the moment to receive such things as legacy income. In the meantime, please help us by changing standing orders to the new account as soon as you can.

Data Protection

We will use the information provided for contact purposes relating to CCBS activities only. The information will be stored and used in accordance with the Data Protection Act 1998, and will not be passed on to anyone else without your permission.