

St Patrick's & St Ronan's Church



St Colman's Church



The Parish of Magheralin

Parish Guide

November 2025

Dromore Diocese Charity Commission No: NIC105046

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1. Introduction from Very Rev. Maciej Zacharek



It is with great pleasure that I provide you, along with the Magheralin Finance Committee, this Parish Guide which will be regularly updates.

It contains the latest important information relating to the parish, and a short summary of current activities that are happening here.

*We are greatly blessed by the generosity of our Parishioners, Volunteers, Benefactors and Friends, who not only give of their hard-earned money but equally important of their time and expertise.
For all of this we are forever grateful and thank you.*

On behalf of the Finance Committee, we hope the contents of this Parish Guide will provide some advice and guidance on what is available in the parish and the contribution you, and your family can make to the life of the parish.

Personally, I hail from Wygoda in Poland where my parents and three brothers currently live. I am an identical twin, although I believe I am the younger by 5 minutes!

I was 27 when I began my studies for the Priesthood in Washington D.C., completing my license in Theology in Maynooth in 2013.

I was ordained the following year in Armagh Cathedral and during my priestly ministry have taught theology in Kitwe, Zambia and served as a curate in Drogheda, Dundalk and Lurgan. Although I have very recently been appointed as Parish Priest in Magheralin, I continue to be part of the priestly team in Saint Peter's and Saint Paul's in Lurgan.

My hobbies include travelling, mountain climbing and playing chess.

I hope you find the information contained in this newsletter both helpful and informative.

2. Members of the Magheralin Finance Committee

	Sharon Heffron Chair	Sharon has lived in the parish for over 30 years. She has served the parish in a number of ministries throughout those years. Her working background is in Regional Management in the Banking Sector and is currently working as a Project Manager within the Department of Health.
	Una Scullion Secretary	Una has been in the parish for over thirty years, and first joined Magheralin Parish Finance Committee in 2011. Her background is in software engineering and project management.
	Patrick McKeown Member	Patrick lives in Kilwarlin. He has been a member of the Parish Finance Committee since 2012. He is the Development Officer with St Michael's GAC. Patrick is a former Board of Governor of St Patrick's Primary School. Patrick, outside of parish life works for a major motor retailer and is a member of the Institute of Motor Industry.
	Donal McKillop Member	Donal is a resident of Moira. Prior to retirement, July 2022, he was Professor of Financial Services at Queen's University Belfast. Donal hopes to bring some of the economic and finance skills gained at Queen's to his role as member of the Parish Finance Committee. Previously he was a member of the Parish Pastoral Committee.

3. Current Financial Position

A parish financial report is produced once a year by the diocese, after it is audited by an independent accountant.

This is normally completed by the middle of the following year.

It is the Finance Committee's intention going forward, to bring the updated report to you as soon as it is made available to us.

Financial reporting is based on previous tax year figures.

The Magheralin Parish Financial Statement year ends on the 31st December each year.

You may be aware for many years, following the extension and renovation of St. Patrick's & St. Ronan's Church, the parish carried a large debt.

It was down to the generosity and commitment of our parishioners that over the last 15 years we have been able to totally repay the costs and debts of this extension and renovation.

The debt at the beginning of the building work for the church was in excess of £900,000. This has now moved from this large deficit position to one where we are now in a surplus with the bank.

This is a great achievement and based on previous projections, indicates we are ahead of the original financial predictions by about 6 years.

This is very positive news for the parish, and we want to thank you for all your efforts which has helped to achieve this.

A copy of the parish's most recent audited accounts is available on request.

4. Current Schedule of Works: Short/Medium/Long term

One of the key functions of the Finance Committee is to review all aspects of parish spend which includes both Churches and grounds, the Parochial House and Church Hall.

Due to the age of some of the buildings, they are reviewed regularly to ensure they are maintained to a high standard and specification.

Any plans to carry out work goes through extensive tendering and quotation gathering, which includes "like for like" comparisons.

It is important to know that any spend the parish makes requires the approval of the Diocesan Building Committee before any work commences.

The approval of any works will be reliant on existing church funds and any fund-raising activities that the parish is planning, to support any spend.

It is therefore vital that the work of the Finance Committee seeks to look for new funding streams. This can be in the form of grants, donations and to support fund-raising initiatives from our parishioners.

Here are some examples of what we have planned in the short term:

- Replacement of old (wooden framed) windows in the Parochial House that have deteriorated considerably over time.
- Installing a new heating system in the Parish Hall
- Elimination of penetration damp at the south end wall of St. Colman's Church, Kilwarlin.
- Heating system improvements in St. Colman's Church

The Finance Committee is also developing a plan of works scheduled for the medium to longer term.

The Diocesan Building Committee is informed of any potential spend early in the process to ensure we can proceed quickly when their approval is given.



If you have any suggestions or ideas for fundraising, we will be delighted to hear from you.

5. Magheralin Parish Volunteers

In the past Magheralin Parish has produced vocations to the priesthood and religious life for the Diocese of Dromore and the wider Church.

It also has a proud tradition of volunteering.

The list below gives you a flavour of the current activities within the Parish. Also included are the contact names if you would like more information or want to take part in any of the activities.¹

Parish Group	Contact person	Parish Group	Contact person
<i>Parish Webpage</i>	John Fox	<i>Women's Group / Craft Group</i>	Pauline McQuillan
<i>Parish Facebook Social Media Manager</i>	Sarah Haslem	<i>Lourdes Committee</i>	Oliver McKeown
<i>Parish Safeguarding Representatives</i>	Sarah Haslem & Brendan Perry	<i>Vincent de Paul</i>	Geraldine Mallon
<i>Parish Office</i>	Claire Catney	<i>Children's Liturgy</i>	Sarah Haslem
<i>Pastoral Council</i>	Catherine McKeever Chairperson	<i>Grow in Love (Holy Communion Prep)</i>	Caroline Henderson / Martina Hardaker
<i>Finance Committee</i>	Sharon Heffron Chairperson	<i>Youth Ministry - John Paul Award</i>	Caitriona Hughes
<i>Parish Hall Bookings</i>	Caitriona Hughes	<i>Little Ducklings (Baby/Toddler Group)</i>	Joanna Hanna

¹ Names correct as of November 2025

Other volunteer activities in the life of the parish

St Patrick's & St Ronan's Church

Mass Set Up - Grainne Wilson. Denise Haughey, Anne Gibson, Caitriona Hughes

Church Opening - Pauline McQuillan, Sheila Downey, Maureen McCann
Grainne Wilson. Denise Haughey, Anne Gibson, Caitriona Hughes

Church Shop - Repository - Roisin Gibson/Denise Haughey

Church Choir Leader - Roisin Gibson

St Colman's Church

Mass Set Up - Frank Magennis

Church Opening - Fr. Maciej opens the church daily, assisted by Patrick McKeown as the Church's second key holder.

Church Choir Leader - Brendan McCann

Parish Hall - Regular Users

Street Beat - Hip Hop Dance Class - Monday evening

Turner School of Irish Dancing - Tuesday evening

Little Ducklings (Baby /Toddler Session)- Tuesday morning (term time)

Fun Football - Friday evening

The above activities in the Parish Hall may be subject to change and additional activities may also be available.

Please contact **Caitriona Hughes** for the most up to date information.

Our parish groups are always looking for new members, so please do not hesitate to contact any of the names mentioned in this newsletter & join a group today, especially if you are new to the parish and want to get involved.

You will be more than welcome!



6. Your Financial Support is Vital

There are four main sources of income for the parish

- The Weekly/Monthly Collection*
- Income from community events, donations, rent, Church Shop & income generated from the hiring of the hall.
- Grant funding organisations e.g. Trusts, Foundations, Local and National statutory agencies.
- Gift Aid income - where the Inland Revenue contributes an extra 25% of the donation of every parishioner who has signed a Gift Aid Declaration for Magheralin Parish donations. (See blank Gift Aid Declaration attached to this newsletter; also available from the Parish Office and in the offertory envelope boxes.)

➤ The Weekly/Monthly Collection*

The weekly/monthly collection is still the primary source of income. Other ways to contribute include:

- Placing your contribution within your Weekly Offertory Envelope into the basket collection at Mass – please see appendices if you need to register – **Offertory Promise Envelopes Form (3)²**
- Donation by loose cash in the weekly collection basket.
- Standing Order** – **Standing Order Form (1)** the most flexible way to contribute.
- We have recently set up a Contact less system to allow you to make donation at any time. The QR code is below.



<https://donate.mydona.com/magheralin-parish>

You can set up a Standing Order** in 2 ways.

- **Online Banking** – set up on your laptop/iPad/mobile banking app in a matter of minutes using the bank details included in this newsletter. OR
- **Standing Order Form (1)** enclosed in the appendices. Complete the Magheralin Parish prepopulated form and hand it into your bank

² Copies of all forms available from the Parish Office

➤ **Weekly contribution: Remember just 2 more steps**

There are 2 additional steps after setting up your Standing Order or completing a request for a new Offertory Promise Envelope to ensure that the money you give is allocated in line with your wishes and to allow the Parish to claim back tax on the money you donate.

1. Complete an **Offertory Promise Allocation Form (2)** enclosed in the appendices and leave it into the Parish Office or email a scanned copy.
2. If you are a taxpayer, please complete the **Gift Aid Declaration (4)** and leave into the Parish Office as above

7. Information for New Parishioners

We hope you feel very welcome in Magheralin Parish and please contact any of the persons named within this newsletter if you need any further information and please provide us with your name and address.

8. Magheralin Parish Office

The Parish Office is located at the back of the Parish Hall and has a separate entrance. There is a ramp at the door for easy access.

Opening Hours for Parish Secretary:

Wednesdays 10.30 am to 1.00 pm.

Telephone & Answering Machine: 028 92617435.

Parish email - e-mail magheralinparish@dromorediocese.org

Parish Priest: Very Rev. Maciej Zacharek PP Mobile:07394 663709.

Emergency contact number :07394 663709

Marriages & Baptisms – Please arrange the times and place with the Parish Office.

Please send any notice requests for the bulletin by email, alternatively you can put your requests in writing in the mailbox box situated on the eastern wall of the Parish Hall above the bottom of the entrance ramp.

Bulletin notices must be placed by Tuesday night in this mailbox or by email to the Parish Office at the address above. All notices must be signed and have a contact number attached.

Anniversaries & Month's Mind notices should be left in the Parish Office or mailbox on or before 12 noon on the Wednesday of the week before, if they are to be included in the bulletin.

9. Church Policy - Baptisms

The Sacrament of Baptism is celebrated usually on Sundays at 12 noon in St Patrick and St. Ronan's Church. It is possible to arrange a different time or day when needed. Baptism in St Colman's Church by arrangement (usually Sundays at 12:30pm).

It is possible to arrange a different time or day when needed. Parents who wish to have their baby baptised should contact the Parish Office to register their request. Parents will be asked to fill in a pre-baptism card.

SPONSORS (in the CODE of the CANON LAW- BAPTISM)

Can. 872 Insofar as possible, a person to be baptized is to be given a sponsor who assists an adult in Christian initiation or together with the parents presents an infant for baptism. A sponsor also helps the baptised person to lead a Christian life in keeping with baptism and to fulfil faithfully the obligations inherent in it.

Can. 873 There is to be only one male sponsor or one female sponsor or one of each.

Can. 874 §1. To be permitted to take on the function of sponsor a person must:

1. Be designated by the one to be baptised, by the parents or the person who takes their place.
2. Have completed the sixteenth year of age.
3. Be a Catholic who has been confirmed and has already received the most holy sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on.
4. Not be bound by any canonical penalty legitimately imposed or declared.
5. Not be the father or mother of the one to be baptised.

10. Reconciliation (Confession)

On demand: before or after each parish Mass or by making an appointment with Fr. Maciej by text or phone - 07394 663709

11. Church Policy - Planning a Wedding Mass or Service



At the stage of reserving a date for your wedding, speak to our parish secretary regarding availability of dates. When decided upon, we request a fee of **£150** for use of the church. If neither of you live in St Ronan's Pastoral Area (St Ronan's Pastoral Area comprises the parishes of Magheralin, St Peter's and St Paul's Lurgan, Moyravery, and Seagoe), the fee is **£300**. Your reserved date will not be confirmed, and will remain available to other couples, until payment is received in the parish office.³

At the time of the wedding, either at the rehearsal or on the day, a stipend of **£100** for the clergy celebrant and offering of **£40** for the sacristan/person assisting at your wedding is requested and should be given at this time.

In the event of your wedding needing to be cancelled, your booking fee will be refunded in full if the cancellation is made at least three months before the intended date. A 50% refund will be made for a cancellation made within 3 months of the planned date.

If the wedding is postponed to a different date in the same church, your booking fee holds for the rearranged date.

Other things you can plan once your date is arranged:

Soon after engagement: Marriage preparation is essential, and the best way of doing this is with Accord marriage preparation courses. You can find out more about these and book a course online at www.accordni.com. We recommend you do so sooner rather than later as availability can become booked up closer to the wedding date.

From 12 until 2 months (at most) before the wedding you should call to the Craigavon Civic Centre and obtain two 'Notification of Marriage' forms which both of you complete and return to the Council in order for your Church wedding to be recognised by the State in law. Please note you will need to contact the celebrant priest/deacon for your wedding who must also sign this

³ Fees may be subject to change

form before you return it to ABC Council, even if a visiting priest from elsewhere.

Around six months before your wedding, contact the clergy in the parish where each of you live, and arrange with them to complete a [Prenuptial Enquiry](#). If one partner is non-Catholic, both prenuptial enquiries should be completed in the parish of the Catholic party. For this you will need a certificate of your baptism and confirmation (available from the parish where these took place), names and addresses of your two witnesses, and the certificate of completion from your Accord marriage preparation course.

We are here to help you tie up the necessary formalities and plan a memorable and sacred celebration of your union in marriage before God. Please contact your parish office or clergy for any ongoing assistance.

Contact details

Parish Office – telephone and answering machine: 028 9261 7435

Mobile: 07394 663709

Email: magheralinparish@dromorediocese.org **OR**

zacharekmaciej8@gmail.com

12. Housebound and Sacrament of the Sick

Every first week of the month, Fr Maciej visits the housebound with Holy Communion. Lay Ministers of the Eucharist are also available to distribute Holy Communion to the sick on Sundays or in time of need.

Many sick people also like to receive the sacrament of the sick and are strengthened and affirmed. If you are unable to attend Mass due to illness or frailty and would like to receive the sacraments in your home, please contact the Parish Office or Fr Maciej directly.

13. Church Policy – The Graveyard

Rules and Regulations for Burials and Maintenance

This graveyard policy deals with conditions for burials and costs of graves in the St. Colman's Cemetery in Kilwarlin. The owner of the graveyard is the Parish. Patrons are granted only the right of burial in a grave.

The policies outlined came into effect on 20th February 2025.

Burials

No burial may take place without the prior consent of the current Parish Priest. Permission to open existing graves should be requested from the Parish Priest. There is no parish charge for the opening of an already existing plot. If the Parish Priest is not readily available, the duty of granting permission falls to one of the duly nominated persons. Rights of burial in a grave may not be purchased (or reserved) in advance and thus shall be allocated only after death has occurred. Each new plot will be allocated strictly in rotation.

Ashes must not be scattered, and urns used for the burial of ashes must be made of wood or similar material (for example a small biodegradable container) which will ultimately disintegrate.

All waste material from the opening of a grave shall be removed from site by the burial contractor.

Only one person shall be registered as an owner of a right of burial. Ownership of the right of burial may not be transferred to another party without prior notification being made to the Parish Priest/Finance Committee.

New graveyard plots will be allocated on the basis "next plot in the line" in accordance with graveyard layout.

Parishioners: A Parishioner is one who lives within the boundaries of the parish of Magheralin and is entitled to⁴:

- Parishioner single grave: £460 (interment for three people).
- Parishioner double grave: £1200 (interment for six people).
- Parishioner small plot for burial of ashes £200

Non-Parishioners: *Request for burial plots in the Parish Cemetery at Kilwarlin from people outside the parish.*

Non-Parishioners with strong parish connections, namely those who have parents or children laid to rest in the cemetery, may be allocated a single grave only. Plots will be allocated in the new section of the graveyard and strictly in rotation.

- Non-parishioner single grave (only) at the discretion of the parish priest at a cost £2000 (interment for up to three people only).
- Non-parishioner small plot for burial of the ashes £800

The Parish will accept payment of fees by cash or cheques to Magheralin Parish, or it can be arranged via your appointed funeral director.

⁴ Fees may be subject to change

Maintenance of Graves

The registered holder of any plot is responsible for the upkeep and maintenance of that plot, including the headstone.

The registered plot holder has responsibility for ensuring headstones, grave surrounds and any other monuments or memorials on the plot are always safely secured. The plot holder will be liable should anything on their plot cause injury to anyone, e.g. through falling over and causing direct injury, or becoming a trip hazard.

All wreaths, other flowers or plants on graves should be removed when they become unsightly.

The right to burial is not absolute and may be revised on a one-to-one basis by the competent authority.

Headstones

It is important to give notice to the Parish Priest before the erection of a headstone in the graveyard. Thus, when erecting a headstone at a grave, the family or the monumental mason is required to consult with the Parish Priest to agree on suitability of height, symbols and words. Any designs or inscriptions thereon may not be contrary to Christian beliefs.

In the erection of a headstone at your family plot, all concerned should have due respect for the surrounding burial plots.

In fairness to all, and in the interest of avoiding distress to any patron of the graveyard, it is important that grave surrounds do not extend beyond the perimeters of the plot allocation. Should this occur, the plot holder in question will be required to go to the expense of removing those surrounds and re-erecting them within the plot perimeter.

Headstones should be in keeping with those around them. No excess matter from the graves may be dumped in the parish ground. All material must be taken away by those who erect a headstone.

Individuals or families are free to construct memorials or other monuments within the perimeters of those plots which have specifically entrusted to their care and upkeep.

Common Ground and Unmarked Burial Areas

Any ground lying outside the confines of existing plots in the cemetery is classified as common ground and remains at all times under the authority of the Parish Priest and parish committees. Discussion and clear agreement must always be sought with the Parish Priest (or delegated person) before any adjustments or investigative tests are attempted, or items added to any

part of the common ground or to any unmarked burial area within the graveyard.

Parish Grave Digger: Mr. Brian Nugent – Mobile No. 07564 978070
Magheralin Parish Finance Committee decisions are final.

14. Church Policy: Music and Copyright

Magheralin Parish is subject to Liturgical Copyright and Licensing laws⁵.

To comply with our legal requirements, we have signed a legal agreement with ONE LICENSE⁶.

When choosing hymns for any religious ceremony, the easiest way to keep within copyright law is to use the hymn arrangements printed within the Mass Hymn Book as these are covered under the Parish's One License copyright subscription for Catholic liturgical music.

If you wish to use more modern, non-standard hymns (or more modern arrangements) it is your responsibility as organiser of the ceremony, to ensure that the necessary copyright fees relating to those hymn arrangements are paid by you in advance. **Please contact the Parish Priest in advance of any ceremony where non-standard hymns or music is to be played.**

Please also note copyright law applies to prayers other than those in the Catholic liturgical ceremony. When organising any ceremony, you will need to ensure that all reflections, poetry and prose are covered by copyright, as again, you would be liable for fines relating to copyright if there were any infringements. Take care therefore to select only those which specifically are no longer subject to copyright.



If you need any further information contained within this Parish Guide please contact Fr Maciej, any member of the Magheralin Finance Committee or any other names within the Guide.

Thank you

⁵“Guide to Copyright for Parish Communities in the Archdiocese of Armagh” is available on request from the Parish Office.

⁶ <https://onelicense.net/>

15. Appendices

- *Standing Order Form (1)*
- *Offertory Promise Allocation Form (2)*
- *Offertory Promise Envelope/Change of address (3)*
- *Gift Aid Declaration (4)*

Separate copies of all the following Forms are available on request OR
Use the Forms contained within this Parish Guide.

Please complete all relevant Forms that apply.



Please scan above to access Magheralin Parish Website

STANDING ORDER FORM (1)

MAGHERALIN PARISH

Parochial House 25 Bottier Road, Moira BT67 0PE

Parish Office – telephone and answering machine: 028 9261 7435

Mobile: 07394 663709

Email: magheralinparish@dromorediocese.org

You can set up this Standing Order by returning this form to your bank branch or using your bank's online banking service.

You must also send a completed Offertory Promise Allocation Form (2) to the Parish Office; please also fill a Gift Aid Declaration (4) if you pay tax and wish the Inland Revenue to repay that tax to the parish at no cost to yourself.

To: My Bank Manager

Bank Name	
Bank Address	
Bank Account Number	
Bank Sort Code	

Please Pay:

Payee Bank Name	AIB
Payee Account Name	Diocese of Dromore: Magheralin Parish 1
Payee Account No	17062048
Payee Sort Code	93-83-78
Payment Amount	£
First Payment Date	
Payment Reference (please state your full name)	

Signatory

I hereby authorise my bank to set up the above standing order from my account, until further notice in writing from me/us.

Name: _____

Address: _____

Signature: _____

Date: _____

OFFERTORY PROMISE ALLOCATION FORM (2)

This form need only be filled in if you have completed a standing order online or completing a Standing Order Form (1)

This enables the Parish to ensure that your donations are allocated in line with your wishes.

Please return this form to Parish Office

Date: _____

MAGHERALIN PARISH

Parochial House 25 Bottier Road, Moira BT67 0PE

Parish Office – telephone and answering machine: 028 9261 7435

Mobile: 07394 663709

Email: magheralinparish@dromorediocese.org

Name: _____

Address: _____

Telephone: _____

Email: _____

Postcode: _____

Reference/Envelope Number: _____

I/we wish to make our contributions by **STANDING ORDER** and to allocate the money as directed in the table below:

Offertory collection (weekly x 52)	
Priest's collection (monthly x 12)	
Christmas collection	
Easter collection	
Education of Priests	
Pope's collection	
Family Care Collection	
Propagation of the Faith	
Sick & Retired Priests	
Total	

I/we will pay the total amount of in twelve (12) monthly instalments of

£ _____

Signature: _____

OFFERTORY PROMISE ENVELOPES (3)

Note: This information may be sent by email to the Parish Office if preferred. magheralinparish@dromorediocese.org
or handed into the Parish Office

I/we require Envelopes/Gift Aid for the first time:

Name: _____

Address: _____

Postcode: _____

Contact number: _____

OR

Change of address

Note: This information may be sent by email to the Parish Office if preferred. magheralinparish@dromorediocese.org

Name: _____

Former Address: _____

Former Postcode: _____

Contact number: _____

Envelope Number: _____

New Address: _____

New Postcode: _____

GIFT AID DECLARATION (4)

Gift Aid is a UK tax incentive that enables tax-effective giving by individuals to charities in the UK.

If you are a UK taxpayer and have signed a *Gift Aid* Declaration for the parish, then the parish can claim back tax on the money you donate.

Put simply, based on current rules, every time you say 'yes' to Gift Aid, each £10 you give becomes £12.50 for the parish at no extra cost to you.

If you're a higher or additional-rate taxpayer, you can later claim some further tax back. For more information check:

[Tax relief when you donate to a charity: Overview - GOV.UK](#)

Dromore Diocese Charity Commission No: NIC105046

Name of Charity: St Patrick's Magheralin Parish Trust

Title	
Surname	
Forename	
Address	
Postcode	
email address	
Contact number	
Envelope Ref No	

I want to *Gift Aid* my current donation and any donations I may make in the future or have made in the last 4 years (delete if not applicable) to:

St Patrick's Magheralin Parish Trust

I am a UK taxpayer and understand that if I pay less Income Tax &/or Capital Gains Tax than the amount of *Gift Aid* claimed on all my donations in that tax year it is my responsibility to pay any difference. I will notify the above charity of any change in my personal circumstances, such as name and address, or that I no longer pay UK income or Capital Gains tax, or I wish to cancel the declaration.

Signature: _____

Date: _____