

# Gift Aid Declaration



## Personal Details

Title .....

First Name(s) .....

Surname .....

Address .....

.....

Postcode .....

Telephone .....

Email .....

## Your Declaration

I would like the church to treat the following as Gift Aid donations: (please tick)

- The enclosed gift of £\_\_\_\_\_
- The gift(s) of £\_\_\_\_\_ which I made on \_\_\_\_\_ (date)
- All the gifts I make from the date of this declaration until I notify you otherwise
- All the gifts I have made since 6 April 2008 and all the gifts I make from the date of this declaration until I notify you otherwise

I confirm that I understand that I must have paid enough Income Tax or Capital Gains Tax to cover the amount that all charities and CASCs that I donate to will reclaim for that tax year (6 April to 5 April). I understand that Council Tax and VAT do not count and also that the charity will reclaim 25p of tax on every £1 that I have given.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Notes

- The details of this declaration will be treated as confidential to the Gift Aid administrator and treasurer
- To reclaim the tax, the operations director needs to be able to identify all your gifts as they are received so please make your gifts either by a standing order to your bank, or by cheque or cash in an envelope clearly marked with your name or declaration number.
- If this declaration covers future donations, you can cancel the declaration at any time by notifying the Gift Aid administrator. It will not then apply to donations made after the date of the cancellation or such later date as you specify.
- If your circumstances change and you no longer pay sufficient income or capital gains tax you should cancel this declaration by notifying the Gift Aid administrator or treasurer.
- If you pay tax at the higher rate, you can claim higher rate relief in your self assessment return.
- Please let us know of any changes of address.