



### **Why is it a good idea to use Gift Aid?**

If you pay income tax or capital gains tax, the church can normally reclaim some of the tax you have already paid. This means we get an extra 25% at no additional cost to you.

### **What is involved?**

We need to make sure we all follow HMRC rules and legislation – briefly:

- if your circumstances change and you stop paying tax you must tell us straight away
- we will write to everyone confirming donations in the last tax year
- we will make sure we have the latest form of gift aid declaration from those who give under Gift Aid
- everyone who makes a gift aid declaration accepts that we will hold personal data so as to comply with legislation – this is set out in our privacy policy

### **Gift Aid declarations**

Everyone taking advantage of Gift Aid must complete a declaration and new donors will be asked to either print and complete a paper declaration as set out on the next page or send a declaration by email following the form approved by HMRC. An example is below and please note that it must include your first name, surname, first line of your home address and postcode. Here is the suggested wording for donors to use in an email:

Dear Treasurer of Christ Church

Please treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration and in the past four years. I am a UK taxpayer and I would like Christ Church Selly Park (Reg Charity No. 1127755) to treat all donations I have made for the four years prior to this tax year, today, and all donations I make from the date of this declaration as Gift Aid donations, until I notify you otherwise.

I understand that if I pay less Income Tax and/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.

Full Name:

Address (including postcode):

Signed:

(A physical signature is not required but please type it in)

Date:

## Gift Aid Declaration

*If you are a UK taxpayer and eligible to Gift Aid your donation, please complete the declaration below.  
This will increase your gift by 25p for every £1 given at no extra cost to you or us. Thank you.*

Please treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration and in the past four years. I am a UK taxpayer and understand that if I pay less Income Tax and/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.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Birmingham      Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTES

1. Please notify the church if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains. Gift Aid is linked to basic rate tax, currently 20%, which allows charities to reclaim 25p for every £1 donated.

2. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

3. In signing this declaration you confirm that you have read our privacy policy and understand that your data will be retained to comply with relevant legislation