GIFT AID DECLARATION

(PAST, PRESENT & FUTURE DONATIONS)

Name of Parish _____

Church of Ireland: Diocese of _____

Boost your donation by 25p of Gift Aid for every £ you donate.

Gift Aid is claimed by the parish from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer - please ensure you have inserted your postcode.

FOR COMPLETION BY DONOR (BLOCK CAPITALS PLEASE)

Title _____ First name or initial(s) _____

Surname _____

Full address _____

_____

POSTCODE _____

I confirm I have paid or will pay, an amount of Income Tax and/or Capital Gains Tax for each year (6 April to 5 April) that is at least equal to the amount of tax that all the Charities and Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. **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.** (*See over for more information*)

Signed: _____ Date ____ /____ /_____

Please treat as Gift Aid donations all qualifying gifts of money made:

Today ☐ **In the past 4 years** ☐ **In the future** ☐ **(**Please tick all boxes that apply)

I intend to pay the sum of **£** _____ **per annum** to the above named parish *(optional)*

Please notify the parish 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

FOR COMPLETION BY GIFT AID SECRETARY/PARISH TREASURER (BLOCK CAPITALS PLEASE)

Anniversary Month for Annual Gift Aid Claim (e.g. December, June) _____
(Please use the same month as the rest of Gift Aid Planned Giving Donations for your parish)

Does this declaration replace/update an existing one? ☐ **Yes** ☐ **No** (*If Yes, please give the old number*) _____

Signature: _____

RCB Use Only:
DONOR REF:

Please read Data Protection Declaration overleaf

GIFT AID DECLARATION

NOTES

Notes for the person giving

- You must have paid, or will pay, an amount of Income Tax and/or Capital Gains Tax for each tax year your declaration covers (6 April to 5 April) that is at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs (CASCs) that you donate to will reclaim on your gifts for that tax year. Other taxes, such as VAT and Council Tax, do not qualify.
- From 6 April 2011 the tax reclaimable is 25p for each £1 you give.
- 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.
- If you are unsure whether your gift qualifies for Gift Aid tax relief you should enquire at your local tax office.
- Please notify the Parish Treasurer/Secretary if -
  You wish to cancel this declaration
  You change your name or home address
  You no longer pay sufficient tax on your income and/or capital gains.

Notes for the Parish Treasurer

- There is no minimum or maximum limit to the total yearly value that may be gift aided.
- The only requirement is that the individual must pay an amount of Income Tax and/or Capital Gains Tax for each tax year covered by the declaration (6 April to 5 April) that is at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs (CASCs) that they donate to will reclaim on their gifts for that tax year. Other taxes, such as VAT and Council Tax, do not qualify.
- It is advisable that you let the person giving have a copy of these notes for his/her reference.
- The declaration form may be signed by the donor or certified on his/her behalf by a member of the parish.
- The declaration form may be signed –
  - in advance of payment,
  - at the time of payment
  - after the payment is made (but no later than four years afterwards)
  - Claims for repayment of the tax may not be made until the form is signed.

Data Protection Declaration

In line with data protection regulation we are committed to protecting the personal information we hold on you. By completing this form, and by providing the information requested, you are giving us permission (consent) to process your personal information for the purpose of administering Gift Aid. We will only use your personal data for this purpose and for no other purpose without your consent. We will keep your personal data safe and secure, and will retain it only for as long as is necessary.

This completed form should be forwarded by post or scanned and emailed to:

Gift Aid Administration, Church of Ireland House, Church Avenue, Rathmines, Dublin 6

Telephone: **00353 1 497 8422**
Email: **finance@rcbcoi.org**