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Gift Aid Declaration

for past, present & future donations

**Parochial Church Council of the Ecclesiastical
Parish of St. Mary's Walberton, West Sussex**

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 you wish to apply.

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

I understand that other taxes such as VAT and Council Tax do not qualify.

I understand the charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2010

Donor's details (please use CAPITAL letters)

Title _____ First name or initial(s) _____

Surname _____

Full home address _____

_____ Post Code _____

Email _____

Phone _____ Date _____

Before signing, please read the following additional conditions and instructions.

Signature _____

Additional Conditions and Instructions for claiming Gift Aid

CONDITIONS

Please notify the church, charity or CASC 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.*

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.

INSTRUCTIONS

Please fill in the details and return completed forms (including the Gift Aid Declaration form if you are a UK Taxpayer) and put your completed form in a sealed envelope and mark “Private and Confidential to be opened only by the Gift Aid Co-ordinator or PCC Hon Treasurer” and send to:

Pauline Senior:

Gift Aid Co-ordinator

*Channings, Littleheath Road, Fontwell, Arundel,
West Sussex BN18 0SR*

or:

St Mary’s Church Office

*William Booker Yard, The Street, Walberton, Arundel, West
Sussex BN18 0PF*

Your Gift Aid Declaration is confidential and only seen by the PCC Hon Treasurer and the Gift Aid Co-ordinator

The Gift Aid Scheme

'It costs you nothing but a signature'

The **Gift Aid Scheme** is simple. Once you sign a Gift Aid Declaration all your donations to St. Mary's Walberton generate a tax repayment that comes to the Church. Currently, for every £1 you give the Church can claim 25p from the Inland Revenue, some 15% of the Church's income for the year.

Your **donations** can be regular (eg. Standing Order through your bank, or in cash or cheque in weekly envelope which the church will provide) or irregular, as and when you are able to give. You remain in control of what you give and when. Should you wish to pay via Standing Order please contact the PCC Hon Treasurer Ian Senior.

There are just three basic conditions that have to be met:

1. You have to sign a Gift Aid Declaration. Please note that your full name and post code are essential.
2. The Church has to be able to link the money given to the person who gave it.
3. You have to pay income or capital gains tax each year that is not less than the church will be claiming on your donation.

In more detail:

1. The Gift Aid Declaration is a simple form that needs your signature but does not need to be witnessed. Once completed it remains valid indefinitely, but you can withdraw it at any time if you choose to do so.
2. Linking the money given to the person who gave it can be achieved in various ways. It can be established through a standing order with a bank, or by using the weekly envelopes. It can also be achieved by receipt of a personal cheque or by cash in an envelope bearing your name; giving in this form may be particularly appropriate for special appeals.
3. You have to pay income tax and/or capital gains tax sufficient to cover all the tax repayments that will be made each year in respect of your donations to the church and any other charities where you have entered into a Gift Aid arrangement. If you cease to be a tax payer you should withdraw your Gift Aid declaration. If you pay only a very small amount of tax, or are uncertain if you will pay any tax at all, it is probably not sensible to enter the Gift Aid Scheme. If you don't pay tax you shouldn't enter the scheme.