



## Gift Aid Declaration for Single Donation

If you are a UK taxpayer, the value of your donation to us can increase by 25% under the Gift Aid scheme – at no additional cost to you.

Please treat the enclosed gift of £\_\_\_\_\_ as a Gift Aid donation.

Please make your cheque payable to Caryford Community Hall Association and send it to Apple Trees, Clanville, Castle Cary, BA7 7PQ (correspondence address).

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for the current tax year (6<sup>th</sup> April to 5<sup>th</sup> April) that is at least equal to the amount of tax that all charities and Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for the current tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand Caryford Community Hall Charity will reclaim £0.25 tax on every £1.00 that I have given.

### Donor's Details:

Title: \_\_\_\_\_ First Name or Initial: \_\_\_\_\_

Surname: \_\_\_\_\_

Full Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

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

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

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*Please notify Caryford Community Hall charity 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 HMRC to adjust your tax code.*

Office use only:

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## Gift Aid Key Facts

When we at Caryford Community Hall (Charity Registration No. 295286) receive a donation from a UK taxpayer, we are entitled to claim an amount of tax (calculated at the basic rate of income tax in that year) paid on the donation. Once you have given permission for us to do this on your behalf (by completing the Gift Aid declaration), there is no need for you to do anything else.

All that is required is that the amount of income and/or capital gains tax you pay in a given tax year (6<sup>th</sup> April one year to 5<sup>th</sup> April next year) is at least equal to the amount of tax claimed by all charities and Community Amateur Sports Clubs (CASCs) on all your donations. As this amount is calculated over the whole tax year, there is no requirement that tax is paid regularly – it is purely a question of how much has been paid in the tax year as a whole. Other taxes such as Council Tax or VAT do not qualify for Gift Aid.

The amount of tax we claim will be 25% of the total value of your donations in that tax year. Furthermore, if you are a higher rate taxpayer, you are entitled to claim the difference between the basic rate which we claim and the amount of tax you have actually paid. For further details on how you can do this, please contact your tax office.

If your tax situation changes and your gifts will no longer be eligible for the Gift Aid scheme – please contact us and we will amend your records accordingly.

Please note that HMRC oblige us to retain this information on file. We do not share your details with any other third party and of course you can ask for details of the data we hold on you at any time.