



## **GIFT AID DECLARATION**

### **Gift Aid declaration –for a single donation**

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

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for the current tax 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 the current 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 have given

#### **Donor's details**

Title -----

First name or initial(s) -----

Surname -----

Full Home address -----

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Postcode -----

Signed: -----

Date: -----

***Please notify the 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.*

# Gift Aid declaration – for past, present & future donations

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 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 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Title -----

First name or initial(s) -----

Surname -----

Full Home address -----

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Postcode -----

Signed: -----

Date: -----

***Please notify the 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.*

### **How does Gift Aid work?**

Gift Aid is one of the easiest ways to make your donation tax effective. Headway Portsmouth and South East Hants can reclaim the basic rate tax from the Inland Revenue on any donations you make to us.

There is no extra work or cost to you and the process is simple – all you have to do is make a Gift Aid declaration.

### **What does the Gift Aid declaration commit me to?**

Absolutely nothing! It just ensures that if you choose to donate to Headway Portsmouth and South East Hants now or in the future, or have donated previously, we can claim an extra 25% back from the Inland Revenue. (*any gift aided donations which were made before 6 April 2008, we will be able to claim back 28%*) So, for instance, if you have already donated £10 to us – we can make your donation £12.50 by claiming gift aid from the inland revenue and making your donation go so much further.

### **What is a Gift Aid declaration?**

It is simply a statement by an individual taxpayer that they want a charity to get back from the Inland Revenue the tax paid on their donation. This is a great way to add 25% per cent to the value of your gift to us without it costing you a penny more!

### **Gift Aid - do I qualify?**

To qualify for the charity to get a gift aid refund on your donations, you must be a UK tax payer. That means that you have paid income tax or capital gains tax in the same year as your donation.

### **How do I know if I pay UK income or capital gains tax?**

You pay these taxes if:

- income tax is taken from your pension, wages or salary.
- if you are a sole trader /self employed you pay tax after filling in a self assessment form each year
- you have any taxable savings (in a Building Society, for instance)

If any of these applies to you, please complete and return your declaration so that we can reclaim the tax on your donations.

### **What if I'm a pensioner?**

You may still pay tax on a private pension plan or a savings account, or pay capital gains tax if you sell property or shares. If so, please tick the Gift Aid declaration and the charity can reclaim tax on your donations.

### **What if I don't pay UK tax?**

Then, unfortunately, you are not able to make a Gift Aid declaration. If you want us to make a note of this on your records, please let us know.

### **What if I'm a higher rate taxpayer?**

We can only directly claim back at the basic rate but please complete and return the declaration anyway.

### **How long does the declaration last for?**

To simplify matters for both you and the charity, the declaration wording normally covers present, future and past donations. We are able to claim on any gifts made since the Gift Aid scheme was revised on 6 April 2000, as long as you are eligible.

### **Who will have access to this information about me?**

Only Headway Portsmouth and South East Hants and the Inland Revenue. We will not share it with anyone else.

### **What should I do if I want to cancel my declaration?**

Please let us know and we will ensure your request is immediately updated.

### **How can I sign up for Gift Aid?**

All you need to do is sign and return the gift aid declaration enclosed. It's as easy as that to make your donation go so much further.