



## 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 note the personal details you provide below will only be used in connection with Gift Aid claims.*

### Declaration:

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.

### Details of donor:

Full name: \_\_\_\_\_

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

I want Guiseley Baptist Church to treat, as Gift Aid donations:

- ◆ The enclosed donation of £\_\_\_\_\_
- ◆ The donation(s) of £\_\_\_\_\_ which I made (date/s) \_\_\_\_\_
- ◆ All donations I make from the date of this declaration until I notify you otherwise.
- ◆ All donations I have made since (date) \_\_\_\_\_ \*\*, or **6 April 2021** if later, and all donations I make from the date of this declaration until I notify you otherwise.

*(Please delete above statements as appropriate)*

**\*\* Please enter date for donations which would qualify as per the notes overleaf.**

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

## Notes:

1. If the declaration covers future donations, you can cancel the declaration at any time by notifying the church. It will not then apply to donations made after the date of cancellation, or such later date as you specify.
2. Please notify any change of name or home address while the declaration is in force.
3. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that all the charities or Community Association Sports Clubs that you donate to will receive on your gifts for that tax year. Other taxes, such as VAT and Council Tax do not qualify. The charity will reclaim 25p of tax on every £1 that you give after **6 April 2021** or from the more recent date identified overleaf in your declaration, if applicable.
4. If your future circumstances change and you no longer pay tax on your income and/or capital gains equal to the tax that the church reclaims, you must cancel your declaration.
5. 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.
6. Because of the need to identify your gift(s), payment must be by way of:
  - a) banker's standing order, or
  - b) cash or cheque, using either church offering envelopes with your name and date noted, or accompanied by a note clearly showing your name and the amount and date of your gift.
7. By making this declaration, you agree to the processing and submission of claims by the church to HMRC including claims relating specifically to gifts made by you by name under this Gift Aid declaration. You are also agreeing that such personal data as necessary to process such claims may be held and used for such purposes only by the church under GDPR requirements (General Data Protection Regulation 2018).

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Please return your completed declaration form either:

- At church – directly to the treasurer, Mrs Liz Allen
- or
- By post, to: The Treasurer, Mrs Liz Allen,  
c/o Church Office, 24b/c Oxford Road, Guiseley, Leeds, LS20 9AS