

# DIOCESE OF HALLAM - GIFT AID DECLARATION

Office use only

PARISH:

Diocese of Hallam, St. Annes Deepcar

I,

Please PRINT your first name(s) and surname below: (Please delete as appropriate)  
Mr/Mrs/Miss/Ms

Of,

Please PRINT your full HOME address below – POSTCODE must be completed:

Postcode:

Want the Diocese of Hallam to treat as Gift Aid donations all qualifying gifts of money made

Today:  past 4 years:  future:

Please tick all boxes you wish to apply to this Declaration.

Date of Declaration

I wish to donate via:  Standing Order  Cheque N.E.

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.

**Please notify your Parish/Gift Aid Office if:**

1. You wish to cancel this Declaration;
2. You change your name or address;
3. You no longer pay sufficient tax on your income and/or capital gains tax.

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.

**This certificate will be used to complete HMRC returns. It will be held by the Diocese to provide information for statutory/audit purposes and to keep you informed.**

More information can be obtained from the parish or from Louise Ward, Gift Aid Administrator  
Tel: 0113 261 8028 or louise.ward@dioceseofleeds.org.uk Diocese of Hallam – Registered Charity No. 512021

PLEASE COMPLETE THE SHADED AREAS

STANDING ORDER MANDATE									
<b>To:</b> The Manager, (Name of your bank)									
<b>Address of your bank:</b>									
<b>Beneficiary's Name:</b> Diocese of Hallam, St Annes Deepcar									
<b>Bank:</b> HSBC		<b>Address:</b> 22 The Moor, Sheffield, S1 4PA							
<b>Sort Code:</b> 40-41-07		<b>Beneficiary's A/c No.</b>			<b>81094076</b>				
<b>Ref. for Statement:</b> (Your Name)									
<b>The sum of:</b> (in words)									£
<b>Date of first payment</b>									
<b>And, thereafter on the</b>									
<b>Payable:</b> Monthly/Quarterly/Annually									
<b>Until further notice or date of last payment to be:</b>									
<b>Name of Account to be debited:</b>									
<b>Sort Code</b>	-	-	<b>A/c No</b>						
<b>Special Instructions</b>									
<b>Signature:</b>					<b>Date:</b>				

**HOW MUCH IS MY DONATION INCREASED BY COMPLETING A GIFT AID?**

Given each week £	Equals per Year £	Tax Reclaim per year from HMRC (20%) £	Total value of Giving with Tax Reclaim £
2.00	104.00	26.00	130.00
5.00	260.00	65.00	325.00
7.50	390.00	97.50	487.50
10.00	520.00	130.00	650.00
15.00	780.00	195.00	975.00

## GIFT AID DECLARATIONS

### WHAT IS A GIFT AID DECLARATION (GAD)?

"Gift Aid" is the scheme used by charities and donors to reclaim tax on charitable donations.

### WHAT DOES THIS MEAN TO ME?

If you 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) – the charity can 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. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim

This means that for every £1 you give the parish can claim back an extra 25p (gross) – this is worked out as:  $£1/80 \times 20 = £0.25$ .

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.

### HOW DOES IT WORK?

You need to complete the GAD overleaf for our parish for any donation(s) you have or will be making. The parish can then reclaim the tax back on your donation(s). If the donation(s) are not recorded they cannot be reclaimed against. The donation(s) can be given either by numbered envelope, cheque or bankers order. The GAD will cover all donations recorded by the parish.

### HOW MUCH DOES IT COST ME TO GIFT AID MY DONATIONS?

There is no extra cost to you. The tax is an extra bonus for the parish on your contributions – as shown overleaf by completing a GAD you are increasing your donation automatically.

### WHAT IF I STOP PAYING TAX?

Inform the parish priest, organiser or Louise Ward at the Gift Aid Office to cancel your GAD. If the parish makes a claim on money recorded but you have not paid sufficient tax, you may receive a bill directly from the HMRC. If you start paying tax at a future date, simply complete a new GAD.

### WHO CAN COMPLETE A GIFT AID DECLARATION?

Any tax-paying individual donors who has paid enough Income or Capital Gains Tax to cover all their charitable donations given under Gift Aid in any one tax year. Donors must understand that other taxes such as VAT and Council Tax do not qualify.

**Joint name Declarations, will be entered as 2 Declarations with separate reference details and donors will be treated as 2 tax-paying individuals – any donations received will be split 50/50.**

***Please help us improve our parish income without donating any extra.  
Help us not to waste this opportunity.***

More information can be obtained from the parish or from Louise Ward, Gift Aid Administrator  
Tel: 0113 261 8028 or [louise.ward@dioceseofleeds.org.uk](mailto:louise.ward@dioceseofleeds.org.uk)  
Diocese of Hallam – Registered Charity No. 512021

WHAT IS QUICK, EASY

FREE

AND BRINGS EXTRA MONEY INTO MY PARISH?

Many of you give your talents, time and money to the parish but what if there was another way to increase your financial contribution to the parish without you actually handing over any extra cash.... Well there is and it is called Gift Aid!



TALENTS

TIME



TREASURE

