

GIFT AID DECLARATION

The Brentwood Diocesan Trust - registered Charity Number 234092

Parish.....

.....(BR/...../.....)

FOR OFFICE USE ONLY

DONOR'S DETAILS (please complete in capitals)

Title.....Christian Names.....

Surname.....

Home Address.....

.....

.....

Post Code..... Telephone No.....

E-mail Address.....

Please treat as gift aid donation, all qualifying gifts of money made from the date of this declaration or since.....

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 5th 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 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 given.

Date...../...../.....

Parish Envelope No:..... (For Parish office use)

GUIDE NOTES

1. If you make a declaration by telephone or email, a copy will be sent to confirm the details.
 2. You can cancel this Declaration at any time by notifying the charity.
 3. If your circumstances change and you no longer pay enough income or capital gains tax to cover the amount claimed by the charity, please contact the charity/CASC
 4. If you pay tax at the higher rate, you can claim further tax relief via your Self Assessment tax return (currently 25p for each pound you give)
 5. Please notify the charity if you change your name or address
- * Gift Aid is linked to basic rate tax. Basic rate tax is currently 20%, which allows charities to reclaim 25 pence on the pound.
- ** Higher rate taxpayers can claim back the difference between basic rate and higher rate tax.

YOUR PARISH ENVELOPE NUMBER

- The use of a personal number when making donations provides a means to maintain the privacy of the donor.
- Gift Aid includes all donations you make, i.e. your weekly offertory, second collection, special appeals plus any other one-off donations.
- When using blank envelopes to make a donation for personal intentions, or in response to a special appeal or disaster fund, you must quote either your envelope number or your name and address to qualify it as Gift Aid.

METHODS OF GIVING

STANDING ORDER BANK MANDATE.

We are fast becoming a cashless society. An increasingly popular option is for each of us to decide on the amount we wish to give each week or month in support of our parish, complete a standing order mandate and attach it to the Gift Aid Declaration form.

OFFERTORY - by using numbered envelopes, provided by your Parish Gift Aid Organiser.

SECOND COLLECTIONS - these are provided for in the envelope scheme. Donors using standing orders will be issued with envelopes to use for your Christmas and Easter offerings and second collection donations.

SPECIAL COLLECTIONS - all purpose envelopes are provided at the back of the church for the one-off occasions of special appeals, etc. Again just quote your **Parish Envelope Number** when these are used, or your name and address and/or telephone number.