



## GIFT AID DECLARATION (PAST, PRESENT & FUTURE DONATIONS)

**Boost your donation by 25p of Gift Aid for every £ you donate.**

Gift Aid is claimed by the parish from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer - please ensure you have inserted your postcode.

**Name of Parish** \_\_\_\_\_

**Church of Ireland: Diocese of** \_\_\_\_\_

I confirm I have paid or will pay, an amount of Income Tax and/or Capital Gains Tax for each 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 that tax year.

I 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. (*See over for more information*)

**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 that apply.

I intend to pay the sum of £ \_\_\_\_\_ **per annum** to the above named parish (*optional*)

### DONOR'S DETAILS (BLOCK CAPITALS PLEASE)

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full address \_\_\_\_\_

\_\_\_\_\_

POSTCODE \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please notify the parish 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

### Note for Parish Treasurer/Gift Aid Secretary

Is this declaration replacing an existing declaration? If so, please quote the old reference number: \_\_\_\_\_

Which anniversary (month) would you like to assign to this individual? (This will be the month that this individual will appear on your cash proof annually.)

\_\_\_\_\_

**RCB Office Use:**

Donor reference: \_\_\_\_\_

# GIFT AID DECLARATION

## NOTES

### Notes for the person giving

- You must have paid, or will pay, an amount of Income Tax and/or Capital Gains Tax for each tax year your declaration covers (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 you donate to will reclaim on your gifts for that tax year. Other taxes, such as VAT and Council Tax, do not qualify.
- From 6 April 2011 the tax reclaimable is 25p for each £1 you give.
- 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.
- If you are unsure whether your gift qualifies for Gift Aid tax relief you should enquire at your local tax office.
- Please notify the Parish Treasurer/Secretary if you wish to cancel this declaration, if you change your name or home address, or if you no longer pay sufficient tax on your income and/or capital gains.

### Notes for the Parish Treasurer

- There is no minimum or maximum limit to the total yearly value that may be gift aided.
- The only requirement is that the individual must pay an amount of Income Tax and/or Capital Gains Tax for each tax year covered by the declaration (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 they donate to will reclaim on their gifts for that tax year. Other taxes, such as VAT and Council Tax, do not qualify.
- It is advisable that you let the person giving have a copy of these notes for his/her reference.
- The declaration form may be signed by the donor or certified on his/her behalf by a member of the parish.
- The declaration form may be signed i) in advance of payment, ii) at the time of payment or iii) after the payment is made (but no later than four years afterwards)
- Claims for repayment of the tax may not be made until the form is signed.

**This completed form should be forwarded by post to:**

***Gift Aid Administration, Church of Ireland House, Church Avenue, Rathmines, Dublin 6***

**Telephone: 00353 1 497 8422**

**Email: [finance@rcbdub.org](mailto:finance@rcbdub.org)**