



# 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
  - You change your name or home address
  - 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 –
  - in advance of payment,
  - at the time of payment
  - 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.

### Data Protection Declaration

In line with data protection regulation we are committed to protecting the personal information we hold on you. By completing this form, and by providing the information requested, you are giving us permission (consent) to process your personal information for the purpose of administering Gift Aid. We will only use your personal data for this purpose and for no other purpose without your consent. We will keep your personal data safe and secure, and will retain it only for as long as is necessary.

**This completed form should be forwarded by post or scanned and emailed 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)**