



CONFIDENTIAL

St James' Church
Brooke Street, Chorley PR6 0NA
Registered charity no. 1130725
www.stjameschorley.org

GIFT AID DECLARATION

for past, present & future donations

Please see the notes on the reverse before completing this form.

This form can be used by an individual or couple. A couple must decide whether they are making donations separately or jointly and if jointly in what proportions. This is explained in the notes.

Your details	Individual or first person	Second person
Title		
Christian Name(s)		
Surname		
Address		
Post Code		
Telephone		

Declaration

Please treat as Gift Aid donations all qualifying gifts of money made (tick all boxes you wish to apply) today in the past 4 years in the future

I/we confirm that I/we 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) to which I/we donate will reclaim on my/our gifts for that tax year.

I/we understand that other taxes such as VAT and Council Tax do not qualify.

I/we understand that St James will reclaim 25p of tax on every £1 that I/we give and that all donations I/we make must be traceable (ie cheque, standing order, envelope or identified and receipted cash donation).

Couples only

Please treat all our donations individually and reclaim Gift Aid appropriately.

Please treat all our donations as jointly given and split them according to the following proportions first person named _____ %, second person named _____ % (if no figures are given 50/50 will be assumed.) Please see the notes on the reverse for an explanation of why this is needed.

	Individual or first person	Second person
Signed		
Date		

St James Chorley : Gift Aid Declaration

Notes for Donors

If you pay income tax or capital gains tax St James may be able to reclaim an amount from the Inland Revenue equivalent to the tax you paid on the sum you give. From 2011 onwards this is roughly 25p for every £1 you donate.

The Inland Revenue have become more diligent in trying to make sure that the tax reclaimed on gifts made by a person are not greater than the tax they have actually paid. For this reason the Declaration you are required to make has become much more detailed. For the most part the Revenue rely on individuals to monitor their giving for themselves.

Because couples are taxed individually it is now a requirement that they either give separately or if giving jointly identify what proportion of a gift comes from which person. The form overleaf allows for these different situations.

If a couple are giving jointly and you pay similar amounts of tax a simple 50/50 split is fine. However, if one of you pays much more tax than the other or one is a higher rate tax payer it is permissible for you to indicate a different split, even 100%/0%. Whilst you are giving together this allows the Church to reclaim a greater amount of tax and is what the Inland Revenue expect couples to do. The form overleaf therefore asks couples to indicate if they are giving separately or jointly and if jointly in what proportions. If you are in any doubt about this please ask.

The Gift Aid Declaration covers not only the General Fund but also donations to specific funds under the auspices of the PCC such as the Youth Fund and Fabric Fund.

All information about donations is kept secure and is strictly confidential. The person making Gift Aid claims and the Treasurer are the only people who are party to the information.

You can cancel the declaration at any time by notifying the church.

If circumstances change and you no longer pay income tax and/or capital gains tax equal to the tax that is being claimed you should notify the church. No explanation is required.

Please also notify us if you change your name or address.

It is a requirement that all donations on which tax is reclaimed are traceable. Mostly this means that they need to be by standing order, cheque (from an individual or joint account) or in giving envelopes. If you make a cash donation and identify yourself we will give a receipt and can claim Gift Aid. Loose cash offerings are not tax efficient at present.

If you pay Income Tax at the higher rate 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.