

DIOCESE OF LEEDS

GIFT AID DECLARATION

Office use only

SCHOOL:

St. Mary's Catholic Primary School

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:

Want the Diocese of Leeds to treat all donations I have made since 6th April 2009 and all donations I make hereafter as Gift Aid donations and to reclaim the tax accordingly.

Date of Declaration:

I wish to donate via: Standing Order Mandate Cheque

NOTES:

1. Donors must be tax payers who pay an amount of income tax or capital gains tax equal to the tax reclaimed by the Diocese on the donations in each year.
2. This declaration will remain valid until cancelled.
3. The postcode must be completed.
4. **Only one tax-paying individual can complete a Declaration – they cannot be in joint names.**

Name of Child(ren):

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.

Registered Charity No. 249404

PLEASE COMPLETE THE SHADED AREAS TO SET UP THE STANDING ORDER AND RETURN TO THE SCHOOL

STANDING ORDER MANDATE

To: The Manager,
(Name of your bank)

Address of your bank:

Please pay: Yorkshire Bank

Branch:
Knaresborough

Sort Code 050545

Beneficiary's
A/c No.

33828966

Beneficiary's Name: St. Mary's School

Ref. for Statement: VCS Contribution

The sum of: (in words)

£

Date of first payment

And, thereafter on the

Payable: Monthly/Quarterly/Annually

Until further notice or date of last payment to be:

Name of Account to be debited:

A/c
No:

Special Instructions

Signature:

Date:

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

Given each year £	Tax Reclaim per year from HMRC (20%) £	Total value of Giving with Tax Reclaim £
10.00	2.50	12.50
15.00	3.75	18.75
20.00	5.00	25.00

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?

It means that if you are a taxpayer, the Diocese can reclaim tax on all your recorded donations, which increases the income of the school by 20% (current tax rate).

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

Those paying at the higher rate can receive additional relief via their tax code and should seek advice from the HMRC when completing their tax returns.

HOW DOES IT WORK?

You need to complete the GAD overleaf for our school for any donation(s) you will make from 6th April 2011. The school can then reclaim the tax back on your donation(s). If the donation(s) are not recorded they cannot be included. The donation(s) can be given either by cash (recorded), cheque or bankers order. The GAD will cover all donations recorded by the school.

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 school on your contribution – as shown overleaf by completing a GAD you are increasing your donation automatically.

WHAT IF I STOP PAYING TAX?

Inform the school organiser or Louise Ward at the Diocesan Offices to cancel your GAD. If the school 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 individual who is a taxpayer. **Couples must complete separate GADs.**

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

DECLARATIONS CANNOT BE IN JOINT NAMES.

ONLY ONE TAX PAYING INDIVIDUAL CAN COMPLETE A DECLARATION.

More information can be obtained from the school or from Louise Ward, Diocesan Administrator at Hinsley Hall, Tel: 0113 261 8028 – louise.ward@dioceseofleeds.org.uk
Diocese of Leeds – Registered Charity No. 249404

WHAT IS QUICK, EASY

FREE

**AND BRINGS EXTRA MONEY INTO
OUR SCHOOL?**

What if there was easy way to increase your financial contribution to the School Building Fund.... Well there is and it is called Gift Aid!