

Gift Aid Declaration

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Name of charity

Godmanchester Baptist Church

(Registered Charity Number 1188171)

Please treat

- The enclosed gift of £_____ as a Gift Aid donation; **OR**
- All gifts of money that I make today and in the future as Gift Aid donations until further notice; **OR**
- Only gifts of money that I identify as Gift Aid donations; **OR**
- All gifts of money that I have made in the past 4 years and all future gifts of money that I make from the date of this declaration as Gift Aid donations until further notice.

✓ *Please tick the appropriate box*

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations to Godmanchester Baptist Church and other charities and Community Amateur Sports Clubs in that tax year it is my responsibility to pay any difference. I understand that other taxes such as VAT and Council Tax do not qualify.

Donor's details

Title: ____ First Name: _____ Surname: _____

Home address: _____

Postcode: _____

Signature: _____ Date: _____

Please notify the charity if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

Tax claimed by the charity

The charity will reclaim 25p of tax on every £1 you give on or after 6 April 2008.

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 HMRC to adjust your tax code.

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Notes on Gift Aid.

- The Gift Aid Declaration should be in the name of one person.
- In the case of a married couple with common personal finances, this would normally be the person who pays tax in the highest band.
- Gifts must be made by a method which is clearly identified to you. That could be by standing order, cheque or cash in a named/coded envelope.

Standing order

To set up a standing order, either ask us for a form or set it up directly by internet banking. The Church account is:-

Account name:	Godmanchester Baptist Church
Sort Code:	40-52-40
Account number:	00023064

When asked to give a reference, please use the letters GV* followed by the name of the person who has made the Gift Aid Declaration (including First Name).

*This reference is for donations to the general fund only, for Foodbank please use FB. If your gift is for another purpose please check with the Church Treasurer or Gift Aid Officer.

Cheque

Cheques can be put straight into the offering bag. If you have a joint account, it does not usually matter which of you signs the cheque. We will assume that the gift is from the one who has signed the declaration. If you both have declarations, you must make plain to us which gifts are intended to be claimed against each declaration.

Cash

Loose cash can only be included in a Gift Aid claim if it has been received in an envelope bearing either your name, or a code which is unique to you. You can use your own envelopes, or we can supply them with a reference code.

To return the form, or if you have any other questions, please contact the Church Treasurer or Gift Aid Officer.