

Gift Aid Declaration

For past, present & future donations

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Please treat as Gift Aid donations all qualifying gifts of money made

On (please enter the date) _____ in the past 4 years in the future

Please tick all boxes that apply

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6th April to 5th April) that is at least equal to the amount of tax that St. Clare's Hospice will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p on every £1 that I have gave up to 5th April 2008 and will reclaim 25p of tax for every £1 that I give on or after 6 April 2008.

Please complete a declaration per person.

Title

Name

Surname

Address

..... **Postcode**

Telephone No **Mobile Phone**

E-mail address

Signed	Date
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- Please notify us 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.

Please return your gift aid declaration using our freepost address:
Freepost RSYL-BASZ-GTXR
St Clare's Hospice, Primrose Terrace, Jarrow, NE32 5HA.



Your guide to Gift Aid

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Help us make your donations worth even more for **FREE** with Gift Aid

St. Clare's Hospice
Primrose Terrace, Jarrow, Tyne and Wear, NE32 5HA

www.stclarehospice.co.uk
Registered Charity No: 515095



What is Gift Aid?

Gift Aid is a simple government initiative which allows us to increase the value of your donation at no extra cost to you. For every pound you give to us we can claim an extra **25 pence** from HM Revenue & Customs, enabling your donation to go further to help patients and their families.

If each donor said yes to gift aid we could raise an additional **£25,000** every year - so you can see why your help is important to us.



How do I know if I can Gift Aid my donations?

To qualify for Gift Aid, you must pay an amount of UK Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year (currently 25p for each pound donated). Other taxes such as VAT and Council Tax do not qualify

Please note that Gift Aid can only be claimed from individual donations. It cannot be claimed from a collection unless each person completes a Gift Aid declaration for their donated amount.

How do I know if I am a UK tax payer?

If you have a salary, savings in a bank and/or building society, investments or a pension you may well be a tax payer, so you can Gift Aid your donations.

What do I have to do?

All you have to do is complete a simple Gift Aid declarations which confirms that we can claim back the tax on your donations. You can do this by filling out the form overleaf.

What does it mean to St. Clare's?

For every one pound you give to us, we can get an extra **25 pence** from the HM Revenue & Customs helping your donation go further. The table below shows the enormous difference this makes to us.

Your Donation	Reclaimed Tax at Basic Rate	St. Clare's Receives
£1	£0.25	£1.25
£10	£2.50	£12.50
£20	£5.00	£25.00
£50	£12.50	£62.50
£100	£25.00	£125.00

Will this affect my Tax Status?

No. As a tax payer any donations you make to St. Clare's Hospice have already had an element of tax removed from them, usually by way of income tax. What the Gift Aid scheme does is give back to us some of that tax as a boost to your gift.

Do I have to tell the taxman about my donations?

Only if you are asked to complete a self-assessment tax form by HM Revenue & Customs.

Can I Gift Aid my donations if I am a higher rate tax payer?

Yes. Please complete the declaration. 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 & Customs to adjust your tax code.

How do I cancel a declaration?

If your circumstances change and you no longer pay enough income or capital gains tax to cover the amount claimed by the charity, you can cancel your declaration. All you need to do is drop us a line at any time telling us you wish to cancel your declaration.

**Basic rate tax is 20 per cent, so this means that if you give £10 using Gift Aid, it's worth £12.50 to the charity.*