

**GIFT AID DECLARATION
ROMAN CATHOLIC ARCHDIOCESE OF SOUTHWARK
ST FRANCIS DE SALES**

<u>TITLE:</u>	(Mr/Mrs/Miss/Ms) (Please delete as appropriate)
<u>SURNAME:</u>	(Block Capitals) _____
<u>FORENAME(S):</u>	(Block Capitals) _____
<u>HOME ADDRESS:</u>	(Block Capitals) _____ _____ _____
<u>POST CODE:</u> _____	
<u>Telephone No(s)</u>	_____
<u>E-Mail Address</u>	_____

Please treat:

- * all gifts of money that I make today and in the future 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.
- *(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 in that tax year, it is my responsibility to pay any difference to HMRC.

Signature **Date**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Please notify the Archdiocese if you:

- i) change your name or home address; ii) no longer pay sufficient Income Tax and/or Capital Gains Tax; or iii) want to cancel this Declaration**

The information on this Declaration will be used to complete HMRC returns and to update appropriate internal records maintained by the Diocese, to provide information for statutory/audit purposes and to communicate with you. Once you have ceased donating to the Diocese, your details will be securely destroyed after the statutory time limits have passed.

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.