

# Gift Aid declaration form



Name of Charity:

St Augustine's PCC, Tonge Moor

I want to Gift Aid all the donations I have made since\* ...../...../20.... and all donations I make in the future. (\*may be up to 4 years prior to today)

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.

## My Details

Title \_\_\_\_\_

First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full home address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please notify the charity 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.

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.

## What if I receive Tax Credits?

It is in your interest to ensure that you disclose your Gift Aid donations when you make your claim for Tax Credits every year. It is likely that your Tax Credits will be increased because you make Gift Aid donations. Complete form TC825, available from the HMRC website.

## Can I count tax other than income tax when giving under Gift Aid?

Yes. Capital gains tax and tax credits on dividend income can be used to cover the tax on your gifts. But not VAT or Council tax payments.

## What if I pay higher rate income tax?

The church can only reclaim tax back at the basic rate. But you personally can claim back the difference between the higher rate and the basic rate of tax. It's worth thinking about when you decide your level of giving.

In order to claim back the additional tax relief due to you, include all your Gift Aid donations on your Self Assessment tax return. Alternatively ask HMRC to adjust your tax code via the P810 Tax Review form from your Tax Office.

**For more Gift Aid guidance, speak to our Gift Aid Secretary or Treasurer.**

# Growing Generous Giving

## Gift Aid your Planned Giving



## Thank you

Thank you for asking about Gift Aid. Tax efficient giving through Gift Aid helps our church to be financially stable and have the resources for ministry and mission here in Tonge Moor.

## My giving and Gift Aid

The most helpful way to give regularly is by standing order. You can also give by cheque, for example, an additional occasional gift, by weekly envelopes, online banking or by online giving. If you are eligible to Gift Aid, we can claim your tax back on all these ways of giving.

## How does Gift Aid work?

Gift Aid is a generous government scheme by which churches and charities reclaim the tax you have paid on your giving. The government knows the good churches and charities do.

Let's say you give £10 to our church. We are registered with HMRC and if you are a taxpayer you have paid £2.50 tax on that gift.

- You sign a Gift Aid declaration, *once*.
- We claim that £2.50 tax back from HMRC and your £10 is now £12.50.
- It costs you nothing but between us it means thousands of extra church income.

## What do I need to do?

First you must sign a Gift Aid Declaration, the short form included on this leaflet. This Declaration is the authority to reclaim tax from HMRC on your donations. By giving the Declaration, you are confirming that you understand this.



Second, you also need to ensure you pay at least as much income tax (and/or Capital Gains Tax) as the Gift Aid claimed on all your giving to church and all your charities in the same tax year.

**For example:** You give £520 to our church each year and the same amount to another charity. £1,040 all in. Both the church and the charity receive £130 in Gift Aid. So you must pay at least £260 in tax during the same tax year you give your gifts. We will remind you to double check each year.

## Any questions?

### Can I have more than one Declaration?

Yes. You will have a Gift Aid Declaration for each charity you support, including church.

### Confidentiality: who knows what I give?

Please be assured we have a confidential recording system. Only those who help make our Gift Aid claim will know what you give.

### I don't pay tax, but my spouse does.

No tax means you cannot Gift Aid but your spouse can complete a Declaration.

### What if my circumstances change?

You can change your giving, up or down, any time. You just need to pay enough tax to cover all your church and charity giving that year. And please let us know if you change address or change your name.

### What if I move to another church?

You can cancel your Declaration at your old church, and complete a new one at the new.

### What if I don't pay enough or any tax?

You can cancel your Declaration at any time and we stop claiming from the date you let the church know.