**GIFT AID DECLARATION**

**GIFT AID DECLARATION**: I, ……………………………………………………………………….…………………………

 *(Dr, Mr, Mrs, Miss, Ms) (First names) (Surname)*

of ……………………………………………………………….………………………………………………………………………………..

……………………………………………………………………………………………………………Postcode ……..………………..

declare that I intend donating £ …………. per week\*/per month\*/per quarter\*/per annum\*

to CUCKFIELD PAROCHIAL CHURCH COUNCIL (the PCC) with effect from …………………………… *(date)* and until further notice.

I intend paying the above regular amounts by standing order\* / by cheque\* / in weekly envelopes\*

Please treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration and in the past four years. I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities (including churches) and Community Amateur Sports Club that I donate to 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 25p of tax on every £1 that I give.

Signature: …………………………………………………………………………….. Date: ………………………………………

*\* Delete that which is not applicable*

 [If you are unable or do not wish to make the Gift Aid Declaration please cross out the relevant sections]

NOTES:

1. Please notify the church/charity if you
	* Want to cancel the Gift Aid Declaration
	* Change your name or home address
	* No longer pay sufficient tax on your income and/or capital gains. Gift Aid is linked to basic rate tax. Basic rate tax is currently 20%, which currently allows charities to reclaim 25 pence on the pound.
2. Higher rate taxpayers can claim back the difference between basic rate and higher rate or additional rate tax. 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.
3. Cheques are to be made payable to ‘Holy Trinity Cuckfield PCC’

**STANDING ORDER MANDATE**

To the Manager: ……………………………………………………………………. Branch ………………………………………………

*(enter name of your bank or building society and the name of the branch)*

Address: ………………………………………………………….………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………………..

Postcode ………………………………….. Sort Code …………………………………..

*(enter the address of your bank or building society)*

Please pay **Barclays Bank, Lewes Group of Branches** Sort Code: **20-49-76**

for the credit of **Cuckfield Parochial Church Council** Account No: **60026786**

using the following reference when making payments – HT/ ……………… *(for bank and PCC use only)*

£ …………………………. [amount in words: …………………………………………………………………….] commencing

on ………………………….………. *(date)* and on the same day every month\* / quarter\* / year\* thereafter until further notice and debit my account accordingly.

Name of account ………………………………………………………… Account No: ……………………………………………….

Signature: …………………………………………………………………………….. Date: ………………………………………

THIS IS A NEW INSTRUCTION\*

THIS REPLACES THE EXISTING INSTRUCTION IN FAVOUR OF CUCKFIELD PCC\*

*\* Delete that which is not applicable*

1. In the mandate please do not fill in the “reference” as this is for our and the bank’s records. The Planned Giving Secretary will also deal with the instructions to your bank regarding any existing mandate that you are now cancelling
2. As an alternative to making payments through the banking system, your donations may be paid by cheque or through our weekly envelope system. Cash in the plate is not possible as we cannot establish a record of payment on which to base a claim for recovery of tax. If you will not be using the mandate form please put a line through it.
3. The gift aid declaration also covers any other additional contributions you may wish to make. As with the regular contributions, these must be identifiable in writing by cheque or by using the special envelope which is readily available in church or from the church office.
4. PLEASE USE CAPITAL LETTERS THROUGHOUT
5. Please do not send the standing order mandate form directly to your bank or building society as this will be done by the Planned Giving Secretary, after the relevant details have been recorded. Please return the form to the Planned Giving Secretary via the Church Office.