



## *Gift Aid Declaration*

### Donor's details

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please treat all gifts of money that I have made in the past 4 years and all future donations as Gift Aid donations.**

You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year that is at least equal to the amount of tax that St Clare Hospice will reclaim on your gifts for that tax year. Please notify us if you want to cancel this declaration, you change your name or home address, or you no longer pay sufficient tax on your income and/or capital gains.

**St Clare Hospice will reclaim 25p of tax on every £1 you give.**

Please tick here if you do not wish to receive any news and information from St Clare Hospice.

St Clare Hospice, Hastingwood Road, Hastingwood, Essex, CM17 9JX Tel: 01279 773 750 Email: fund@stclarehospice.org.uk

**Registered Charity No 1063631**

### **Please note:**

- You can cancel this declaration at any time by contacting St Clare Hospice either in writing or over the phone.
- You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax we reclaim on your donations in the tax year (currently 25p for every £1 you donate).
- If your circumstances change in the future and you no longer pay tax on your income or capital gains equal to the tax the charity reclaims, you can cancel your declaration.
- If you pay Income Tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.

### ***What is Gift Aid?***

Gift Aid is a tax relief scheme whereby any money you donate is 'topped up' by the Government **at no cost to you**.

This means that, for every £1 you donate to the hospice, the Government will give us an additional 25p (higher rate tax payers can claim further relief on their tax returns). A donation of £5 with Gift Aid will therefore be worth £6.25 to us.

### ***Does my Gift Aid really help St Clare Hospice?***

Yes. Whether you give £1 or £100, Gift Aid can be used to provide the hospice with extra funds.

If every donation was Gift Aided the weekly income of the hospice would increase by thousands of pounds.

### ***Can I Gift Aid my donations?***

If you pay tax on your income or capital gains then you can Gift Aid any donations you make to St Clare Hospice.

### ***What do I have to do to set it up?***

Simply fill in the attached form and return it to St Clare Hospice.

### ***Will the HMRC contact me?***

They will contact the hospice from time to time to check certain information, but they will not contact you in the normal course of events.

### ***My spouse is a tax payer, can they Gift Aid as well?***

Yes. Provided they are a tax payer, we can gain extra benefit from their generosity as well.

### ***What do I do if my circumstances change?***

If you no longer pay tax or wish to discontinue Gift Aid for some other reason, simply contact us to let us know.

Likewise, if you have changed your name or address then we do need to be notified. You can contact us either by post or phone, please use the contact details provided below:

#### **Please return your completed form to:**

St Clare Hospice, Hastingwood Road, Hastingwood Road, Hastingwood, Essex, CM17 9JX

Or telephone: 01279 773 750

Please contact us if you would like further information on Gift Aid, other methods of charitable giving, or the work of the hospice

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