



Maidstone Road, Pembury, Tunbridge Wells, Kent TN2 4TA Tel: 01892 820533 www.hospiceintheweald.org.uk

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CHARITABLE GIVING DECLARATION

Name of Charity: HOSPICE IN THE WEALD

- Yes, I am a UK taxpayer and would like Hospice in the Weald to reclaim the tax on any of the donations I have made in the last four years and any future donations I may make
No, I am a non-taxpayer

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 or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year.

Details of donor
Title ..... Forename (s) ..... Surname .....
Full Home Address .....
Post Code .....

Signature..... Date...../...../.....

- 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

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.

Please return this form to: Fundraising Department, Hospice in the Weald, Maidstone Road, Pembury, Tunbridge Wells, TN2 4TA.

The information given on this form will be stored on a computer system, which is registered in accordance with the Data protection Act 1984. You are advised that the information stored is for use only by Hospice in the Weald and is not released for use by any other organisation.

## **Gift Aid – some frequently asked questions:**

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

Gift Aid is a government scheme that allows charities to reclaim the tax that you have already paid on your donations through income tax or capital gains tax. Most donations from individuals made in the last four years are eligible for the scheme, unless made using an alternative tax effective scheme such as Payroll Giving, or via the Charities Aid Foundation or similar agency. Regular gifts such as standing orders and direct debits can be included in Gift Aid claims made by charities.

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

To qualify for Gift Aid, you must pay an amount of UK Income and/or Capital Gains Tax, which is at least equal to the amount that we and all other charities and Community Amateur Sports Clubs (CASC's) will reclaim on your donations in each tax year (6 April to 5 April). Gift Aid is claimed at 25p per £1 of your donation. Taxes such as VAT and Council Tax do not qualify for Gift Aid.

### **Do I have to make a declaration for every gift?**

No. You just need fill out a Gift Aid declaration and date it - then it will cover donations you have already made to Hospice in the Weald and any donations you make in the future. There is no extra paperwork – we deal with the tax office to reclaim the tax.

### **What if I pay tax at a higher rate? Can Hospice in the Weald claim back the full amount?**

Unfortunately not, we can only claim back tax at the basic rate. But you can request a rebate for the difference when you submit your tax returns and you can then opt to donate that too.

### **Will Gift Aid cost me anything?**

Gift Aid doesn't cost you a penny. By completing a declaration, we can reclaim the tax on your donations, if you are a UK taxpayer, directly from HMRC.

### **If I have a Gift Aid declaration, what should I do if my tax situation changes and I no longer pay UK Income or Capital Gains tax?**

If you no longer pay sufficient UK Income or Capital Gains tax, please inform us and we will stop claiming Gift Aid on your donations.

### **How do I find out more information about Gift Aid?**

We recommend you ask your accountant or financial adviser if you are unsure.

In addition, HMRC has a dedicated website for Gift Aid that can be viewed by visiting: <http://www.hmrc.gov.uk/individuals/giving/gift-aid.htm>.