


**GIFT AID DECLARATION**

for past, present &amp; future donations

Ref.no.....

For office use only

Name of Parish.....	in the	 Diocese of Portsmouth
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<b>Details of Donor</b>	Please complete a separate form for each taxpayer
Title.....Christian name(s).....	Surname.....
Home Address.....	
.....Post Code.....	

<p>Please treat as Gift Aid donations all qualifying gifts of money made: please tick <b>each category</b> you wish to apply:</p> <p>Today</p> <p>In the past 4 years</p> <p>In the future</p> <p>I am a UK tax payer and understand that if I pay less Income Tax &amp;/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 the difference.</p>
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<input type="checkbox"/> I consent for my details to be held in the parish and passed to Portsmouth Diocesan Board of Finance and HMRC solely for the purpose of claiming gift aid. <b>Without this consent your parish is unable to reclaim the gift aid on your giving.</b>
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Date...../...../20....	Signed:
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**Notes**

Please make sure the personal details are fully completed as missing information can cause problems with HMRC processing the claim.

Please notify the charity or CASC 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.

If you are unsure whether your donation qualifies for tax relief, please ask your parish treasurer, the Diocesan Stewardship Adviser ([victoria.james@portsmouth.anglican.org](mailto:victoria.james@portsmouth.anglican.org)), your local tax office or look at the government HM Revenue and Customs' website at [www.gov.uk/donating-to-charity/gift-aid](http://www.gov.uk/donating-to-charity/gift-aid)