GIFT AID DECLARATION

The Brentwood Diocesan Trust – registered Charity Number 234092

***DATA PROTECTION ACT 2018** – The information given on the Declaration below will be held by the Diocese of Brentwood and used to complete HM Revenue & Customs returns, to provide information for statutory/audit purposes, and to communicate with the donor. Details of how we process your data, and your rights, are on the Privacy Notice which is on the Diocesan website: http://www.dioceseofbrentwood.net/diocese/data-protection/.*

PARISH…St Teresa's Catholic Church - Newbury Park……

DONOR'S DETAILS (***please complete in capitals***)

Title……. Christian Names……

Surname……..

Home Address……..

……

……..

Post Code……..Telephone No……

E-mail Address……

Please treat all qualifying gifts and money received as gift aid donations from the date of this declaration or since *[date]*……

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Date……

Parish Envelope No:……(for Parish office use)

GUIDANCE NOTES

1. If you make a declaration by telephone or email, the Parish will send a copy to you to confirm the details.
2. You can cancel this declaration at any time by notifying your Parish Gift Aid Organiser.
3. If your circumstances change and you no longer pay enough tax to cover the amount, please contact your Parish Gift Aid Organiser.
4. Please notify your Parish Gift Aid Organiser if you change your name or address.
5. If you pay income tax at the higher rate, you can claim further tax relief via your Self-Assessment tax return.
6. Gift Aid is linked to basic rate tax. Basic rate tax is currently 20%, which allows charities to reclaim 25 pence for each pound donated.

YOUR PARISH ENVELOPE NUMBER

- Gift Aid includes all donations you make, i.e. your weekly offertory, second collections, special appeals plus any other one-off donations.

- When using blank envelopes to make a donation for personal intentions, or in response to a special appeal or disaster fund, you must quote either your envelope number or your name and address to qualify for Gift Aid.

- The use of a personal number when making donations provides a means to maintain the privacy of the donor.

METHODS OF GIVING

***STANDING ORDER BANK MANDATE* -** We are fast becoming a cashless society. An increasingly popular option is to decide on the amount you wish to give each week or month in support of your parish, and set up a standing order with your bank.

***OFFERTORY* –** by using numbered envelopes provided by your Parish Gift Aid Organiser.

***SECOND COLLECTIONS* –** your Parish Gift Aid Organiser can give you the list of Second Collections throughout the financial year.

***SPECIAL COLLECTIONS* –** all-purpose envelopes are available at the back of your church for the one-off occasions such as special appeals, etc. Just quote your parish envelope number when you use these, or your name and address and/or telephone number.