



**GIFT AID DECLARATION**

Charity: **Holy Trinity School Guildford, C of E (Aided) Junior School**

Please complete and return to the Finance Manager

Your name   
Address   
Postcode

Donations for Pewley Down School are processed through the Holy Trinity Donations account. Please tick the box below if your donation is to be attributed to Pewley Down. Thank you.

Donation to Pewley Down:

Donation  £   Cheque / Cash \*  \* Delete as appropriate

Please treat as Gift Aid donations all qualifying gifts of money made:

Today:  In the past 4 years:  In the future:

*Please tick ALL boxes that you wish to apply.*

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. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that the charity will reclaim 25p of tax on every £1 that I give.

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

**Notes:**

- 1 Please notify the charity if you:
  - change your name or home address while the declaration is still in force.
  - wish to cancel the declaration. It will then not apply to donations you make on or after the date you specify.
- 2 If you pay 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 HMRC to adjust your tax code.
- 3 If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity, or consult the HMRC website.
- 4 Data Protection Act 1998: Holy Trinity Junior School will use the information supplied by you to reclaim the tax from HMRC. Apart from this, the School will only use the information internally to administer the Gift Aid.