

BURLINGTON BAPTIST CHURCH

Gift Aid Declaration – notes for completion

1. You must pay UK income tax or Capital Gains Tax in order for Burlington Baptist Church to reclaim tax paid on your gifts. If you do not pay tax, please do not complete this form.
2. You must pay an amount of Income Tax and/or Capital Gains Tax equal to or greater than the tax Burlington reclaims on your donations. However if the amount of tax you pay is low we can still reclaim any tax you actually paid. You may need to advise our Finance Manager or Treasurer each year to ensure that Burlington's claim does not exceed the tax deducted from your income.
3. 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.
4. You can make a declaration for a one-off gift, for any gifts over the past 4 years and for all future gifts.
5. You can withdraw your declaration at any time by letter or by speaking directly to our Finance Manager or Treasurer.
6. Your gifts and donations for whatever purpose e.g. Church Funds, Development Fund, BMS, Home Mission, Tear Fund, Project Ruth, Flowers, etc can all qualify and amounts can vary from time to time. Please be clear as to the purpose of each gift.
7. You need to make all gifts by Bankers Order, Cheque or Envelope Schemes so your gift can be clearly identified as being from you.
8. Other gifts by Give as You Earn or from your Charities Aid Foundation or other giving account are not available for additional tax relief but we still accept these forms of gifting.

Please complete and return the form to the Finance Manager. They will then allocate you a number to use on the brown Gift Aid envelopes for both for regular and/or occasional gifts. There are plenty of these envelopes in a box on a table by the side door into church. Just write in the date and your number (or full name) and tick the purpose of your gift. If you do not tick a specific box it will be assumed that the contents are for the General Fund. You should also quote your number in the Reference field for any bank transfers or Standing Orders.

Standing Order Mandate for General Fund

Use this form for your offerings to the general work of Burlington Baptist Church

Instructions to your bank or building Society. Please send this form to your bank.

From (print your name)

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To (enter the name and address of your bank)

Details of the account where payments will come from (enter your account details)

Account name	
Account number	
Sort Code	

Details of the account where payments will be sent

Account name	Burlington Baptist Church		
Bank	CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ		
Account number	00017781	Sort Code	40-52-40

Please pay Burlington Baptist Church monthly as follows:

Monthly amount (in figures)

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Date of first payment (dd/mm/yyyy)

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Either:

Until further notice (please mark box with an X)

Or:

Date of final payment (dd/mm/yyyy)

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Signature

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Date:

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