

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.

BURLINGTON BAPTIST CHURCH

Gift Aid declaration – for past, present & future donations
Burlington Baptist Church, London Road, Ipswich, IP1 2EZ

Please treat the following as Gift Aid donations to Burlington Baptist Church:

(Please tick as appropriate:)

The enclosed donation of £ _____

The donation(s) of £ _____ which I made on (date) _____

All donations I make from the date of this declaration until I notify you otherwise

All donations I have made in the last four years and all donations I make from the date of this declaration until I notify you other wise

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 the charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Title: _____ First name or initial(s) _____

Surname: _____

Full home address: _____

_____ Postcode: _____

Signature: _____ Date: _____

Please notify the Finance Manager if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

Please return this page of the form to the Finance Manager.