



Guidance notes on giving by Gift Aid

If you pay income tax, the government allows us to reclaim some of the income tax you paid before giving to us by Gift Aid. For every £10 you give, we will receive another £2.50 from the government. We are only able to claim back this tax if you have paid enough income tax or capital gains tax (or both) to cover what we claim from the government. It is most important that you inform either the Gift Aid Administrator or the Treasurer if your circumstances change and you are paying less tax than the church is claiming on your behalf.

If you are a higher rate taxpayer, you can personally claim an extra tax relief under Gift Aid.

There is no time limit on the Gift Aid declaration. You can stop or re-start paying under Gift Aid at any time.

One of the main conditions that the Inland Revenue requires from the church is that we are able to trace all payments of Gift Aid made by donors. If you give using the weekly offering at any of the services, please would you place your gift in the envelope provided and **please remember to write your name or reference number on the envelope**. The envelopes are available from the church lobby, the helpdesk or ask a steward to locate them for you.

You can also give by bank standing order. This is a much more convenient method of regular giving. You instruct your bank (using the standing order form) to pay your gift directly into the church account at whatever intervals suit you. Simply fill in the form and post to your bank, or set it up using internet banking if this is available to you. You will be able to change or cancel this arrangement whenever you wish. This method enables you and the church to budget more effectively.

If you have any questions or you wish to discuss giving by Gift Aid, please do not hesitate to contact either the Gift Aid administrator (giftaid@wbconline.org.uk) or the Treasurer (treasurer@wbconline.org.uk) or leave a note at the helpdesk.

Charity Gift Aid Declaration – multiple donation

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £ _____ and any donations I make in the future or have made in the past 4 years to:

Name of Charity _____

I am a UK taxpayer and understand that if I pay less Income Tax and/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 any difference.

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home address _____

Postcode _____ Date _____

Please notify the charity 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.