

# GIFT AID DECLARATION

for past, present & future donations

Ref.no.....  
For office use only

The Parish of Holy Trinity with St Columba, Fareham in the



## Details of Donor

Please complete a separate form for each taxpayer

Title.....Christian name(s)..... Surname.....

Home Address.....

.....Post Code.....

Please treat as Gift Aid donations all qualifying gifts of money made:  
please tick **each category** you wish to apply:

- Today
- In the past 4 years
- In the future

I am a UK tax payer and understand that if I pay less Income Tax &/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 the difference.

Date...../...../20....

Signed:

### Notes

Please make sure the personal details are fully completed as missing information can cause problems with HMRC processing the claim. The personal details we collect here are used solely to process our Gift Aid claims and for no other purpose. Details will be retained as required by HMRC. You can find out more about how we use your data from our "Privacy Notice" which is available from our website at [htscf.org.uk](https://www.htscf.org.uk) or from the Parish Office.

Please notify the Parish Office or Gift Aid Co-ordinator (see below) 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. We can provide a statement on request.

If you are unsure whether your donation qualifies for tax relief, please ask our Gift Aid co-ordinator, Rowena Palmer ([giftaid@htscf.org.uk](mailto:giftaid@htscf.org.uk)), the Diocesan Stewardship Adviser, your local tax office or look at the government HM Revenue and Customs' website at [www.gov.uk/donating-to-charity/gift-aid](https://www.gov.uk/donating-to-charity/gift-aid)