

St Gemma's Hospice Gift Aid Declaration Form

Making a Gift Aid declaration in favour of St Gemma's Hospice means that for every pound you give us we will receive an extra 25p from Her Majesty's Revenue and Customs, helping your donation to go further. For example, every £10 donation we receive could be turned into £12.50 at no extra cost to you – imagine what a difference that could make! By completing this form you are confirming that:

- You are a UK tax payer (you 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 that you donate to will reclaim on your gifts for that tax year). You understand that other taxes such as VAT and Council Tax do not qualify. You understand that St Gemma's Hospice will reclaim 25p of tax on every £1 that you give.
- If you pay less Income Tax and/or Capital Gains Tax then the amount of Gift Aid claimed on all your donations in that tax year it is your responsibility to pay any difference.
- You wish St Gemma's Hospice to claim tax on any other donations you have made in the last four years and all future donations you may make.
- You wish St Gemma's Hospice to act as your agent in selling the goods you have donated.

Please notify the St Gemma's Hospice 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. 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.

FOR COMPLETION BY THE DONOR: (Please print clearly in capital letters)

Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

Telephone No: _____

Email: _____

(By adding your email address you are agreeing that we can contact you by this channel.)

Signature: _____ Date: _____

St Gemma's Hospice is obliged to write to you to inform you of the money raised from the sale of your donations.

How we communicate with you about St Gemma's Hospice

We believe in being open, honest and transparent with our supporters. We want you to feel comfortable about how we communicate with you now and in the future. We will contact you for administrative purposes regarding this interaction. You can change how we communicate with you in the future by visiting www.st-gemma.co.uk/mydata. We will never sell your personal information. For further information on how we use and store your details, please visit www.st-gemma.co.uk/privacy. We would really like to keep you updated about how your support helps St Gemma's Hospice by sending you occasional marketing information that we think you will find interesting and relevant.

I am happy to be contacted by email in the future Yes No



FOR COMPLETION BY ST GEMMA'S HOSPICE

Form checked by: _____ Date: _____

No of bags:

Shop name: _____

Pack given to customer

Form entered onto EPOS by: _____ Date: _____

Donorflex No.: _____

Scanned

DID Number