



St. John the Baptist Catholic Primary School,

Floral Way, Andover, Hampshire SP10 3PF

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Website www.sjbschool.co.uk

Headteacher: Mrs Catherine Whatley

Chair of Governors: Mrs Jackie Kelly

**Diocese of Portsmouth
Gift Aid – Tax effective giving to your child’s school**

How you can make your gift worth 25% more to the school without any cost to you.

Gift Aid

Donating through Gift Aid means charities can claim an extra 25p for every £1 you give. It will not cost you any extra.

Charities can claim Gift Aid on most donations, but some payments do not qualify.

What you need to do

You need to make a Gift Aid declaration for the charity to claim. You usually do this by filling in this form.

You must give a declaration to each charity you want to donate to through Gift Aid.

You can include all donations from the last 4 years. Tell the charity about any tax years where you did not pay enough tax.

Paying enough tax to qualify for Gift Aid

Your donations will qualify as long as they're not more than 4 times what you have paid in tax in that tax year (6 April to 5 April).

The tax could have been paid on income or capital gains.

You must tell the charities you support if you stop paying enough tax.

GIFT AID DECLARATION

for past, present & future Building Fund donations

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

The Governing Body of St John the Baptist RC Primary School in the



Please complete a separate form for each taxpayer

Details of Donor

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.

Please notify the charity or CASC 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.

If you are unsure whether your donation qualifies for tax relief, please ask your parish treasurer, the Diocesan Stewardship Adviser (victoria.james@portsmouth.anglican.org), your local tax office or look at the government HM Revenue and Customs' website at www.gov.uk/donating-to-charity/gift-aid