

## Gift Aid Declaration For Past, Present and Future Donations

**Please treat as Gift Aid donations** all qualifying gifts of money made to **CIS'ters**:

Today       In past four years       In the future

*Please tick ALL boxes you wish to apply i.e. one or two or three*

I am a UK taxpayer and would like to Gift Aid my donation of £\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to **CIS'ters** to be treated as Gift Aid donations until further notice.

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.

In order to Gift Aid your donation please tick the box

**PLEASE COMPLETE FORM BELOW AND THEN RETURN FORM TO CIS'TERS**

First Name:			
Surname:			
Full Home Address:			
Post Code:			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Your Signature:</td> <td>Date:</td> </tr> </table>		Your Signature:	Date:
Your Signature:	Date:		

**Contact CIS'ters if you:**

1. Want to cancel this declaration
2. Change your name or home address
3. No longer pay sufficient tax on your income and/or capital gains

**Contact HMRC if:** you are someone who pays Income Tax at the higher or additional rate [*please see over*] 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.

**Gift Aid:** Donating through Gift Aid means charities and community amateur sports clubs (CASCs) can claim an extra 25p for every £1 you give. It won't cost you any extra.

This means that charities, such as **CIS'ters**, can claim Gift Aid on most donations, but [some payments](#) don't qualify.



## What you need to do

You need to complete a Gift Aid declaration for **CIS'ters** to claim. You usually do this by filling in a form - contact **CIS'ters** if you haven't completed one for us before.

Important to note that if you donate to other charities – that you complete a declaration form for each charity you want to donate to through Gift Aid.

When gift aiding you can include all donations from the last 4 years. You will also need to let **CIS'ters** know if there are any tax years during that period where you didn't pay enough tax.

## Paying enough tax to qualify for Gift Aid – to qualify

\*You must be paying tax and your donations will qualify for gift aid as long as the amount you are donating in total is not more than 4 times what you have paid in tax in the same tax year (6 April to 5 April).

The tax could have been paid on [income](#) or [capital gains](#).

You must tell **CIS'ters**, and any other charity that you are supporting in this way if you stop paying enough tax.

**Example** You donate £10 to charity - we apply to the Government every year for Gift Aid owed on donations received and the Government up-lifts the donation by 25% increasing your donation by £2.50

## Higher rate taxpayers

If you pay tax at the [higher or additional rate](#), you can claim the difference between the rate you pay and basic rate on your donation. Do this either:

- through your [Self-Assessment tax return](#)
- by asking HM Revenue and Customs (HMRC) to [amend your tax code](#)

With [Payroll Giving](#), you don't pay the difference between the higher and basic rate of tax on your donation.

## Getting tax relief sooner

In your Self-Assessment tax return, you normally only report things from the previous tax year. But for Gift Aid, you can also claim tax relief on donations you make in the current tax year (up to the date you send your return) if you either:

- want tax relief sooner
- won't pay higher rate tax in current year, but you did in the previous year

You can't do this if:

- you miss the [deadline](#) (31 January if you file online)
- your donations don't qualify for Gift Aid - your donations from both tax years together must not be more than 4 times what you paid in tax in the previous year

If you don't have to send a tax return, [contact HMRC](#) and ask for a P810 form. You'll need to submit it by 31 January after the end of the previous tax year.

## Donating straight from your wages or pension

If your employer, company or personal pension provider runs a Payroll Giving scheme, you can donate to **CIS'ters** straight from your wages or pension. This happens before tax is deducted from your income.

Ask your employer or pension provider if they [run a Payroll Giving scheme](#).

You can't donate to a community amateur sports club (CASC) through Payroll Giving.

The tax relief you get depends on the [rate of tax you pay](#). To donate £1, you pay:

- 80p if you're a lower rate taxpayer
- 60p if you're a higher rate taxpayer
- 55p if you're an additional rate taxpayer

## IMPORTANT TO NOTE THAT, you are unable to gift aid an amount if:

- you are NOT a UK taxpayer.
- the donation was made in return for services or goods e.g. raffle tickets, event fee
- you are donating on behalf of another individual or a company.
- the donation was made to a family member who is taking part in an event where the charity has covered all or part of their expenses.