

Gift Aid Scheme in St Thomas of Canterbury, Woodford Green

Guide notes

1. If you make a declaration by telephone or email, you will receive a copy of the declaration.
2. You can cancel this declaration at any time by notifying the Parish Office.
3. If your circumstances change, and you no longer pay enough tax to cover the amount, please contact the Parish Office.
4. Higher rate taxpayers can claim back the difference between basic rate and higher rate tax. If you pay Income tax at the higher rate, you can claim further tax relief via your Self-Assessment tax return.
5. Please notify the Parish Office if you change your name or address.
6. Gift Aid is linked to basic tax rate. Basic rate tax is currently 20%, which allows charities to reclaim 25pence in the pound.
7. Please request the Annual Statement for each tax year by emailing Parish Office.
8. If you have any queries or questions, please do not hesitate to contact Parish Office on parishoffice@stthomaswoodford.org or call 02085041686.

What can be Gift Aided

Gift Aid includes all the donations you make:

- Your weekly offertory
- Second Collections
- Christmas and Easter Offerings
- Special appeals and any other one-off donations

Special Appeals/ One-Off donations – you will usually find all-purpose blank envelopes at the back of the church for one-off occasions, such as appeals for disaster fund, etc.

You must quote your Gift Aid Reference number, when you use them, and/or your name and address and telephone number.

Please pay to:

National Westminster Bank Plc,
Account No: 41785436
Sort Code 60-24-25
For the credit of: St Thomas of Canterbury Parish Account
Registered Charity No. 234092

Please return this form to the Parish Office

Gift Aid Declaration

The Brentwood Diocesan Trust – registered Charity Number 234092

*Data Protection Act 2018 – The information provided in the Declaration will be held by the Gift Aid Organisers and used to complete HM Revenue & Custom returns, to provide information for statutory/audit purposes, and to communicate with the donor. Details of how we process your data, and your rights, are on parish website: <https://www.stthomaswoodford.org/church-policies>

Parish St Thomas of Canterbury, Woodford Green

Details of the relevant UK taxpayer (please complete in capitals). **Title**.....

Name.....

Surname.....

Date of birth.....

Address

Town.....**Post code**.....

*Please provide your contact details**

Phone

Email address.....

Preferred method of Giving (Please tick **ONE** circle **ONLY**):

- I wish to make donation by **STANDING ORDER**. Please fill in the Standing Order form and return to the Parish Office.*
- I wish to make donation in **CASH/CHEQUE**, Parish Office will give you a box of envelopes with your personal number on them.*

Please treat as gift aid donation, all qualifying gifts of money made from the date of this declaration, or since

I am a UK taxpayer and understand that, if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

Date of Declaration

Gift Aid Reference number: (for Parish Office use only)