

DIOCESE OF LEEDS

GIFT AID DECLARATION

L/IHS

Office Use Only

SCHOOL: **Immaculate Heart of Mary Catholic Primary School, Leeds**

I, Please print your first name(s) and surname below: (Please delete as appropriate)
Mr/Mrs/Miss/Ms

Of, Please print your full address below:
Postcode:

Want the Diocese of Leeds to treat all donations I have made since 6th April 2009 and all donations I make hereafter as Gift Aid donations and to reclaim the tax accordingly.

Date of Declaration:

NOTES:

1. Donors must be taxpayers who pay an amount of income tax or capital gains tax equal to the tax reclaimed by the Diocese on the donations in each year.
2. This declaration will remain valid until cancelled.
3. **DECLARATIONS CANNOT BE IN JOINT NAMES. ONLY ONE TAX PAYING INDIVIDUAL CAN COMPLETE A DECLARATION.**

Name of Child(ren):

Year(s):

This certificate will be used to complete Inland Revenue returns. It will be held by the Diocese to provide information for statutory/audit purposes and to keep you informed.

GIFT AID DECLARATIONS

What is a Gift Aid Declaration (GAD)?

Gift Aid is the scheme used by charities and donors to reclaim tax on charitable donations.

What does that mean to you?

It means that if you are a taxpayer, the Diocese can reclaim tax on all your recorded donations, which increases the income of the school by 20% (current charity reclaim tax rate – all charities are allowed to claim up to 22% until 5th April 2011 - 2% difference will be paid over at the end of the tax year). It covers all donations to the VCS/School Building Fund no matter when they are received within a tax year

Those paying at the higher rate will receive additional relief via their tax code and should seek advice from the Inland Revenue.

How does it all work?

You need to complete the GAD opposite for our school for payments you will make between 6th April 2009 and 5th April 2010. The school can then reclaim tax on your donations. If the donations are not recorded they cannot be included. The donations can be given either by cash, cheque or bankers order. The GAD will cover all donations recorded by the school.

What is the cost to you?

There is no extra cost to the donor. The tax is an extra bonus for the school on your contribution.

What happens if I stop paying tax?

Inform your school organiser to cancel your GAD. If the school makes a claim on money recorded but you have not paid sufficient tax, you will receive a bill directly from the Inland Revenue. If you start paying tax at a future date, simply complete a new GAD.

Please help us improve our income without donating any extra. Help us not to waste this opportunity.

THIS DECLARATION WILL REMAIN "LIVE" AS LONG AS YOU ARE CONTRIBUTING TO THE SCHOOL – YOU DO NO NEED TO COMPLETE A NEW DECLARATION EACH TIME YOU MAKE A DONATION TO THE VCS.