

Ravenbank County Primary
School
Registered charity number
1001808

Gift Aid Declaration

See overleaf for
Notes on Gift Aid

Title Full Name

Address

.....

.....

.....Postcode

I wish the charity to treat all donations I make from the date of this
declaration, until I notify otherwise, as Gift Aid donations.

Signature Date .../.../....

Insert the name and
address of your bank /
Building Society

Insert amount you
wish to give and the
frequency of payment,
Deleting a), b) or c) as
appropriate.

Give a start date,
allowing 4 weeks for
your bank to process
the form.

To:.....(Bank/Building Society)

Address

.....

.....

.....

..... Postcode

Please pay to Lloyds TSB Bank, 16A The Cross, Lymm, Cheshire, WA13 0HU
Sort Code 77-51-08 for the credit of :
Ravenbank PTA Covenant Scheme Account number 08323360

The sum of £ amount in words

*a) monthly on the day of each month

*b) quarterly on the day of,,, (months)

*c) annually on the day of (month)

starting on/...../..... (date) and for Years

Signature Date .../.../.....

Title Full Name

Sort Code Account Number

Please return the completed declaration form and Standing
Order form in an envelope marked Gift Aid and return it to the
school.

Notes on Gift Aid declaration

- 1 Please notify the school if you change your address while the declaration is in force.
- 2 You can cancel the declaration at any time by notifying the school or the administrator – it will then not apply to donations you make on or after the date of the cancellation or such later date as you specify.
- 3 You need not stipulate the number of years you wish the Gift Aid to run for. You can stop the payments at any time you like.
- 4 You must pay an amount of income tax (and/ or capital gains tax) at least equal to the tax that the PTA reclaims on your donation in the tax year.
- 5 If in the future your circumstances change and you no longer pay an amount of income tax (and/ or capital gains tax) equal to the tax that the PTA reclaims, you can cancel your declaration.
- 6 If you pay income tax at the higher rate, you can claim further tax relief on your self assessment tax return.
- 7 If you wish to make a gift Aid donation via a company, you no longer need to deduct tax from the donation nor complete the gift Aid declaration. You simply pay the full donation and claim tax relief when calculating your profits for corporation tax.
- 8 If you are unsure whether your donations qualify for Gift Aid tax relief, please ask the administrator.