

## GIFT AID

In claiming back tax on donations the following procedures should be adopted.

Each individual making a donation needs to complete a Gift Aid Declaration Form (GA1). This form only needs to be completed once and is valid for all future donations. Copies of the Gift Aid Declaration Form are enclosed for your use. We should suggest that you keep a copy of the signed declaration form for your records.

In addition to this, some local record keeping needs to be completed and kept for audit trail purposes (GA2). This shows among other things the name of the donor, amount of donation and the date of the payment. Attached to this should be proof of payment, which might be a copy of the cheque, paying in slip, or maybe a bank statement showing the actual payment being received.

Once a quarter, copies of the new Gift Aid Declaration Forms should be sent to National Office with the relevant Gift Aid Record forms and the Gift Aid Claim Form (GA3) summarising the donations made that quarter.

We will lodge the claim with Inland Revenue. This cannot be done locally as the official form needs to be signed by the National Director. When payment is received from Inland Revenue we will forward this to you.

	<p>St Vincent de Paul Society (England &amp; Wales)</p> <p>Gift Aid Declaration Form</p>
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Registered Charity Number - 1053992      Inland Revenue Reference - X11410

<b>Title – Mr/Mrs/Miss/Ms/Dr</b>	
<b>Surname</b>	
<b>Christian Name</b>	
<b>Address</b>	
<b>Post Code</b>	

*I want the St Vincent de Paul Society (England & Wales) to treat all donations I have made since 6<sup>th</sup> of April 2000  
And all donations I make hereafter as Gift Aid Donations and reclaim tax accordingly:*

<b>Signature</b>		<b>Date</b>	
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### Notes

- 1. If your declaration covers donations you make in the future:**
  - Please notify the charity if you change your name or address while the declaration is still in force.
  - You can cancel the declaration at any time by notifying the charity – it will then not apply to donations you make on or after the date of cancellation or such later date as you specify.
- 2. You must pay an amount on income tax and or/capital gains tax at least equal to the tax that the charity reclaims on your donation in a tax year.**
- 3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).**
- 4. If you pay tax at the higher rate you can claim higher tax relief in your self Assessment tax return.**
- 5. This declaration refers to all donations given by envelope, clearly identified as Being given by you, cheque or bankers Order for which the charity has a record Or receipt.**

Office Use C.C	Gift Aid Number
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	<p>St Vincent de Paul Society (England &amp; Wales)</p> <p>Gift Aid Record Form</p>
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<b>Conference</b>	
<b>District Council</b>	
<b>Central Council</b>	

Name of Donor		
Date of Gift Aid Declaration		
Method of Payment (cash or cheque)		
Amount of Gift Received		
Date of Gift		
Date of Banking		
Use of Gift Specified by Donor		
Member/Auxiliary/Non Member (please state)		
Treasurer		
Signed & Date		
President		
Signed & Date		

