

ROMAN CATHOLIC DIOCESE OF ARUNDEL AND BRIGHTON

Registered Charity No. 252878

**GIFT AID DECLARATION
(ORAL)**

CODE Declaration No. (for office use)

Name (BLOCK CAPITALS) Please complete in Black ink

I			
Title	Christian Names	Surname	

Full Home Address (BLOCK CAPITALS)

of

Post Code

Telephone No.

email address:

Please tick if you are happy to receive your tax letter by email

want to Gift Aid my donations I make in the future or have made in the past 4 years to the Roman Catholic Diocese of Arundel and Brighton. 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 relevant tax year it is my responsibility to pay any difference.

NOTES TO BE QUOTED TO DONOR:

1. If you pay Income Tax at the higher or additional rate 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 HMRC Revenue and Customs to adjust your tax code.
2. You may withdraw this oral declaration retrospectively within a period of 30 days after a copy has been sent to you by contacting the parish/school.
3. If you cease paying tax, or wish to cancel this declaration at any time, please notify the parish/school/organiser. The Diocese will not reclaim tax on donations made after the date of notification.

(Parish/School contact Tel No)	(Date of Declaration)	(Date sent to Donor)

NOTES TO DONOR – continued:

5. Please notify your parish/school organiser if you change your name, address, postcode or email address.
6. The parish/school has to record donations to reclaim tax. You can make your donations by standing order, cheque or numbered envelope to each parish/school fund separately.
7. Data protection Act 1988. The Diocese will use the information supplied by you to reclaim tax from HM Revenue & Customs. Apart from this the Diocese will only use the information internally within the Diocese.

PARISH

Method of Donation:

Options:

1) Bankers Order*

2) Envelope System*

Or both

Parish Envelope Box Number:

SCHOOL

Method of Donation:

Options:

1) Bankers Order*

2) Cheque

3) Cash

(in envelope please)

*supplied on request