



## CONGLETON YOUTH ORCHESTRA

Registered Charity No: 1071130

### GIFT AID

HMRC has agreed that single donations may be included in the Gift Aid Scheme, allowing the Charity to claim the tax element on the payments (25p in each £1). The payments made under this scheme go towards the running costs of the Orchestra.

If you are able to meet the tax criteria detailed below, please complete the form below. Your address is needed to identify you as a current UK tax payer. **Please note we do not need any personal tax references.**

### GIFT AID DECLARATION

I want to Gift Aid my donation of £ \_\_\_\_\_.

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 tax year it is my responsibility to pay any difference.

Title: \_\_\_\_\_ First Name or initial(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Date: \_\_\_\_\_

This form will be kept by the Charity for six years after the receipt of the last membership payment or donation to comply with HMRC requirements. After that period the record will be destroyed.

Please tell us if you wish to cancel this arrangement, or if you change your name or address, or if you no longer pay sufficient tax on your income and/or capital gains.

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 to adjust your tax code.