

# GIFT AID DECLARATION

This form must NOT be photocopied save for records purposes once completed

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June 2018 rev'n

Name of charity: Northampton Roman Catholic Diocesan Trust - Reg'd No. 234091

For the benefit of ... Our Lady Help of Christians, Luton .....parish

**Title**

**Full name of donor**  
*(Please PRINT)*

**Home address of donor**  
*(Please PRINT)*

**Email address**

I request that all donations I have made for the four years prior to this tax year, and all donations I make from the date of this declaration until I notify you otherwise, shall be treated as Gift Aid donations for the benefit of the parish named above.

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.

I have read the Notes on the back about the amount of tax I must be paying. I understand that I may cancel this Declaration at any time.

**Date**

**Signature**

**Offertory Envelope No.**  
(if used)

### Explanatory Notes

There must be **no joint declarations**. If both spouses are taxpayers and wish to make a Declaration, each should sign a separate form please.  
A home address should be given, not a business or "c/o" address.

The Declaration can cover past giving for up to four years, and all future giving, so long as all giving is identifiable, and properly recorded by the parish.

This form can cover both repeated/regular and one-off donations

Donors must be making their gifts by:- cash or cheques in Offertory Envelopes, cheques sent in, or Bank Standing Order. Loose cash in the collection does not qualify for Gift Aid reclaims. Tax is reclaimed by the Diocese and credited to the parish.

See the Further Notes overleaf

The Declaration does not need to be backdated to cover past donations

Cannot be signed on behalf of someone else. No need for a witness.

**See over for Data Protection information**

**To the Donor: if you have signed this at home or elsewhere, give it or send it back to your Parish Priest - including the Standing Order slip - please do NOT send the slip direct to your Bank.**

A copy of this Declaration should be retained by the Parish and the entire original sent to the Finance Office, Bishop's House, Marriott Street, Northampton NN2 6AW.

## BANK STANDING ORDER

Bank please note - This replaces any existing Standing Order to the NRCDT  
Payment Ref. to appear on Diocesan Bank Statement .....  
*(For Diocese use only)*

Name and address of your Bank .....  
Please pay NATIONAL WESTMINSTER BANK PLC, Corby branch (60-06-11) for the credit of The Northampton Roman Catholic Diocese Trustee (A/c no. 46898093)

The sum of (figures) £ ..... (Words) .....

On (date of first payment) \* ..... and thereafter every ..... until you receive further written notice from me. (\* It is recommended that this should be at least a month from the date of signature).

Name of paying account ..... Account Number ..... Sort code ... / ... / ...

**YOUR SIGNATURE** ..... **DATE** .....

## FURTHER NOTES

1. If your Declaration covers donations you may make in the future:-

- (a) Please notify your parish priest or Gift Aid organiser (or the Diocesan Finance Office) if you change your name or address while the Declaration is still in force
- (b) You can cancel the Declaration at any time by notifying your priest or the Diocese as above - it will then not apply to donations you make after the date of cancellation, or such later date as you may specify
- (c) Please notify your Parish Priest or Gift Aid organiser (or the Diocesan Finance Office) if you no longer pay sufficient tax on your income and/or capital gains

2. By signing the Declaration over-page you confirm that

- (a) You are a UK taxpayer and have paid, or will pay, an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that *all* the charities (or Community Amateur Sports Clubs) that you donate to, will reclaim on your gifts for each tax year. If you pay less tax than is reclaimed, it is your responsibility to pay the difference.
- (b) You understand that the Diocese will reclaim 25p of tax on every £1 that you give. (This does not require you to pay any more tax than you normally would.)

3. If in future your circumstances change and you no longer pay tax on your income (and/or capital gains, if any) which is at least equal to the tax the Diocese reclaims, you can and should cancel your Declaration (see note 1)

4. If you pay tax at the Higher Rate, you can claim *further* tax relief in your Self-Assessment tax return. If you are unsure whether your donations qualify for Gift Aid relief, ask the Diocese or your local Tax Office - or consult the HM Revenue and Customs website section <https://www.gov.uk/donating-to-charity/gift-aid>

### **GENERAL DATA PROTECTION REGULATION (GDPR) AND THE DATA PROTECTION ACT 2018**

The personal data given on the Declaration overleaf will be held by us (the Diocese of Northampton - address below) and used

- to complete HM Revenue & Customs returns,
- to provide information for statutory/audit purposes, and
- so that we can communicate with you, the donor, about your Gift Aided donations and our reclaims based on them

Your parish *may* also use your data to communicate with you *by post*

- (a) about the annual amount of your donations (which is useful for donors' tax returns, if made) and
- (b) to invite review of the amount given - if so, you will be given the opportunity to opt-out of further such letters.

Your personal data will be shared with HM Revenue & Customs as required by statute and for the purposes of making the claims. It will NOT be shared with anyone else. It will be retained while you remain a Gift Aid donor, but then deleted after the expiry of the statutory period mentioned below.

You can find out more about how we handle your data, and your rights, from our "Data Protection Policy" and "Privacy Notice" which are available from our website [www.northamptondiocese.org/data](http://www.northamptondiocese.org/data), or from the Finance Office.

Please note that we are required by statute to retain your data for six years after the last Gift Aid claim is made.

The Finance Office, Bishop's House, Marriott Street, Northampton, NN2 6AW

Phone:- 01604-712065

E-mail:-[admin@nrcdfinance.com](mailto:admin@nrcdfinance.com)