

# Donation Form & Gift Aid Declaration



**SUFFOLK**  
Community  
Foundation

<b>Name of Charity:</b>	Suffolk Community Foundation
<b>Registered Charity No:</b>	1109453

**I enclose a donation of:** £.....

*giftaid it*

Please remember to complete the Gift Aid section of this document, if applicable.

**I pledge an \*annual / monthly donation of:** £.....

*giftaid it*

Please remember to complete the Gift Aid section of this document, if applicable.

\* Please delete as appropriate

**Details of Donor:**

**Title:** ..... **Forename:** ..... **Surname:** .....

**Company Name:** (if applicable).....

**Address:** .....

.....

.....

**Postcode:** ..... **Email:** .....

**Tel:** ..... **Mobile:** .....

**Gift Aid Declaration**

I would like Suffolk Community Foundation to treat the donation(s) of £..... which I made on ...../...../..... as a Gift Aid donation

I would like all subsequent donations I make from the date of this declaration to be treated as Gift Aid donations, unless I notify Suffolk Community Foundation otherwise.

**Signature:**..... **Date:**...../...../.....

## **Gift Aid Notes**

1. You must have paid or will pay an amount of Income Tax and/or Capital Gains Tax for the each tax year (6<sup>th</sup> April to 5<sup>th</sup> April) that is at least equal to the amount of tax that all of the charities and Community Amateur Sports Clubs (CASCs) that you donate to will reclaim on your gifts for that tax year. Other taxes such as VAT and Council Tax do not qualify. Suffolk Community Foundation will reclaim 25p of tax on every £1 that you give on or after 6<sup>th</sup> April 2008.
2. As this declaration may cover donations that you make in the future:
  - Please notify Suffolk Community Foundation if you change your name or address while the declaration is still in force.
  - You can cancel the declaration at any time by notifying Suffolk Community Foundation - it will then not apply to donations you make on or after the date of cancellation or any later date that you specify.
3. If in the future your circumstances change and you no longer pay sufficient tax on your income and/or capital gains, please notify Suffolk Community Foundation to cancel your declaration.
4. 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 HM Revenue and Customs to adjust your tax code.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, please contact Suffolk Community Foundation, or contact your local tax office for leaflet IR113 Gift Aid.

**Suffolk Community Foundation  
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Suffolk, IP9 2BB**

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