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**APPENDIX B1: MODEL GIFT AID DECLARATION**

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**Gift Aid Declaration**

Name of Charity .....ARTILLERY CLERKS ASSOCIATION.....

Details of Donor

Title.....Forename(s)..... Surname.....

Address .....

.....

.....Post Code .....

\* I want to treat all donations I have made since 6 April 2000, and all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid donations.

\* I want to treat all donations since I joined the association on ..... and all donations I make from the date of joining until I notify you otherwise, as Gift Aid Donations.

*NB Charities do not have to include all these statements on their declarations, but can choose whichever is appropriate.*

Name & Initials ..... Signature .....

Notes

1. You must pay an amount of income tax and/or capital gain tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 28p for each £1 you give).
2. You can cancel this declaration at any time by notifying the charity.
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 further tax relief in your Self-Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid relief, ask the charity. Or ask your local tax office for leaflet IR 65.
6. Please notify the charity if you change your name or address.