

Gift Aid – Explanations and guidance

Important!

**THESE DECLARATIONS MAY ONLY BE SIGNED OFF BY THOSE DONORS WHO ARE
INCOME TAX PAYERS IN THE UNITED KINGDOM**

The donor must pay at least as much UK tax as the amount of Income Tax that Charity will be reclaiming (for fiscal year 2011-2012 this is 25% of the donation). If a donor makes a number of Gift Aid donations, they must pay a sufficient amount of UK tax on the total amount of those donations and they may be required to pay any shortfall in tax paid to HMRC. The donor must be advised of this tax requirement.

The Gift Aid mechanism works in following way:

- Let's suppose that an UK income tax payer makes a donation of **£100**;
- For this amount of **£100** the donor has already paid **£25** as income tax to the HMR&C;
- By signing off on the Declaration the donor allows the Charity to reclaim the **£25** from the HMR&C. The donor is not affected in any way but he/she simply agrees that the **£25** be transferred from the HMR&C to the Charity's bank account.

What are the steps to be followed in order to grant us the use of the additional 25%?

- **Access** the link-ul "Gift Aid – Declaration" from the tab "Charity";
- **Print** the form "Gift Aid declaration" (available in pdf format);
- **Fill in** the form in accordance with the instructions in this document;
- **Send** the form to us:
 - o **Electronically** at: bgpland@gmail.com
 - o **By post** at the mailing address: 2 Dart Avenue, Stafford, ST17 9AX
 - o **By hand deliver at the church**, on the occasion of one of the events announced in tab "Calendar".

How to make a donation

You can make a donation in the following ways:

- IN CASH

- Please place the money in an envelope (envelopes are available at the church entrance)
- Please indicate on the envelope:
 - Your donor code (allocated to you following the signing of the Gift Aid Declaration). If you don't have a donor code then simply indicate your full name.
 - Date
 - Amount

This data is needed by Charity to demonstrate the traceability of the amounts donated.

**PLEASE DO NOT SIMPLY PLACE YOUR CASH INTO THE MONEY BOXES!
FOR THAT MONEY WE CANNOT RECLAIM THE 25% TAX!**

- BY CHEQUE

- Please hand the cheque over to a trustee (preferably to the treasurer) or to a member of the Parish Council.

- BY BANK TRANSFER

- Use the bank details on the tab "Charity"
Please refer the bank transfer: GIFT AID DONATION

- BY INTERNET BANKING

- Use the bank details on the tab "Charity"
Please refer the transaction: GIFT AID DONATION

Contact: Treasurer, "Saint Makarios The Great" Ecclesiastical Trust
Bogdan Prunaiche, mob: 07966.921.149, bgpland@gmail.com