

Signposts (Stafford) Ltd
*Company Limited by Guarantee, Registered in England and Wales, No. 5861136
Registered Charity NO. 1149703
Registered Office: The Signpost Centre, Auden Way, Stafford, England, ST17 9TX*

Gift Aid Declaration

Personal Details

Title _____

First Name(s) _____

Surname _____

Address _____

Postcode _____

Telephone _____

Email _____

Your Declaration

I would like Signposts to treat the following as Gift Aid donations: (please tick)

- The enclosed gift of £ _____
- The gift(s) of £ _____ which I made on _____ (date)
- All the gifts I make from the date of this declaration until I notify you otherwise
- All the gifts I have made since 6 April 2008 and all the gifts I make from the date of this declaration until I notify you otherwise

I confirm that I understand that I must have paid enough Income Tax or Capital Gains Tax to cover the amount that all charities and CASCs that I donate to will reclaim for that tax year (6 April to 5 April). I understand that Council Tax and VAT do not count and also that the charity will reclaim 25p of tax on every £1 that I have given.

Signed _____ Date _____

Notes

- The details of this declaration will be treated as confidential to the Signposts Managers and Directors.
- To reclaim the tax, the Signposts Managers need to be able to identify all your gifts as they are received so please make your gifts either by a standing order to your bank, or by cheque or cash in an envelope clearly marked with your name or declaration number.
- If this declaration covers future donations, you can cancel the declaration at any time by notifying a Signposts Manager or Director. It will not then apply to donations made after the date of the cancellation or such later date as you specify.
- If your circumstances change and you no longer pay sufficient income or capital gains tax you should cancel this declaration by notifying the operations director or treasurer.
- If you pay tax at the higher rate, you can claim higher rate relief in your self assessment return.
- Please let us know of any changes of address.