

# DIOCESE OF LEEDS - GIFT AID DECLARATION

More information can be obtained from the school or from Louise Ward, Gift Aid Administrator  
 Tel: 0113 261 8023 or [louise.ward@dioceseofleeds.org.uk](mailto:louise.ward@dioceseofleeds.org.uk) Diocese of Leeds – Registered Charity No. 249404  
**PLEASE COMPLETE THE SHADED AREAS**

Office use only

SCHOOL: Cardinal Heenan Catholic High School

I, Please PRINT your first name(s) and surname below: (Please delete as appropriate)  
Mr/Mrs/Miss/Ms

Of, Please PRINT your full HOME address below – POSTCODE must be completed:  
  
Postcode:  
  
Email:  
Telephone No:

want to Gift Aid my donations I make in the future or have made in the past 4 years to the Roman Catholic Diocese of Leeds. I am a UK tax payer 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 relevant tax year, it is my responsibility to pay any difference.

Date of Declaration

**Please notify your School/Gift Aid Office if:**

1. You wish to cancel this Declaration
2. You change your name or address;
3. You no longer pay sufficient tax on your income and/or capital gains tax.

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 HMRC to adjust your tax code.

**SCHOOL**  
 I wish to donate via:

Standing Order:

Name of Child(ren): \_\_\_\_\_ Yr \_\_\_\_\_

Privacy Notice: We will always store your personal details securely. Your details will only be used by the Diocese of Leeds to inform the HMRC of your intention to gift aid. We will never give your information to other organisations for their own purposes. By providing your details you are agreeing to be added to our list of donors. You can cancel at any time by emailing [louise.ward@dioceseofleeds.org.uk](mailto:louise.ward@dioceseofleeds.org.uk) or call: 0113 261 8023

**This certificate will be used to complete HMRC returns. It will be held by the Diocese to provide information for statutory/audit purposes and to keep you informed.**

STANDING ORDER MANDATE									
<b>To:</b> The Manager, (Name of your bank)									
<b>Address of your bank:</b>									
<b>Please pay: Virgin Money</b>							<b>Branch: Leeds</b>		
<b>Sort Code: 05-01-21</b>				<b>Beneficiary's A/c No.</b>			<b>32081978</b>		
<b>Beneficiary's Name: Cardinal Heenan Catholic High School</b>									
<b>Ref. for Statement:</b>									
<b>The sum of:</b> (in words)									<b>£</b>
<b>Date of first payment</b>									
<b>And, thereafter on the</b>									
<b>Payable: Monthly/Quarterly/Annually</b>									
<b>Until further notice or date of last payment to be:</b>									
<b>Name of Account to be debited:</b>									
<b>Sort Code</b>						<b>A/c No</b>			
<b>Special Instructions</b>									
<b>Signature:</b>							<b>Date:</b>		

**HOW MUCH IS MY DONATION INCREASED BY COMPLETING A GIFT AID?**

Given each year £	Tax Reclaim per year from HMRC (20%) – see note on the back £	Total value of Giving with Tax Reclaim £
10.00	2.50	12.50
15.00	3.75	18.75
20.00	5.00	25.00

## **GIFT AID DECLARATIONS**

### **WHAT IS A GIFT AID DECLARATION (GAD)?**

"Gift Aid" is the scheme used by charities and donors to reclaim tax on charitable donations.

### **WHAT DOES THIS MEAN TO ME?**

If you 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 can reclaim against, the charity can claim 25p of tax on every £1 that I give. I understand the charity will reclaim the tax back on my behalf - this is worked out as:  $£1/80 \times 20 = £0.25$ .

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 HMRC to adjust your tax code.

### **HOW DOES IT WORK?**

You need to complete the GAD overleaf for our School for any donation(s) you have or will be making, including any diocesan second collections donated in a recordable format. The school can then reclaim the tax back on your donation(s). If the donation(s) are not recorded they cannot be reclaimed against. The donation(s) can be given either by cash, cheque or bankers order. The GAD will cover all donations recorded by the school.

### **HOW MUCH DOES IT COST ME TO GIFT AID MY DONATIONS?**

There is no extra cost to you. The tax is an extra bonus on your contributions – as shown overleaf by completing a GAD you are increasing your donation automatically.

### **WHAT IF I STOP PAYING TAX?**

Inform the school organiser or Louise Ward at the Gift Aid Office to cancel your GAD. If the charity makes a claim on money recorded but you have not paid sufficient tax for, it will be your responsibility to repay the difference to HMRC.

### **WHO CAN COMPLETE A GIFT AID DECLARATION?**

Any UK tax-paying individual donor who has paid enough Income or Capital Gains Tax to cover all their charitable donations given under Gift Aid in any one tax year. Joint name Declarations, will be entered as 2 Declarations with separate reference details and donors will be treated as 2 tax-paying individuals – any donations received will be split 50/50.

***Please help us improve our School income without donating any extra.  
Help us not to waste this opportunity.***

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Many of you support us financially, for which we are grateful. But what if there was another way to increase your financial contribution without you actually handing over any extra cash? Well there is and it is called **"Gift Aid"**. Gift Aid can help boost your donation by 25p for every £1 you donate.