

## Gift Aid Declaration Form

Your generosity will allow LDA to continue in its aims of striving for the prevention and treatment of Lyme Disease and associated tick-borne diseases.



If you would like to set up a standing order to make a regular donation, please go to [www.LymeDiseaseAction.org.uk](http://www.LymeDiseaseAction.org.uk) and select Donations.

### 1. Your Details (Please complete in **BLOCK CAPITALS**)

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

### 2. Please tick to confirm:

Please treat as Gift Aid donations all qualifying gifts of money made

today  in the past 4 years  in the future   
(please tick all the boxes you wish to apply)

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6th April to 5th April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCS) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2017 and will reclaim 25p of tax on every £1 that I give on or after 6th April 2017.

Signature \_\_\_\_\_

Date \_\_\_\_\_

For Gift Aid the money you donate must be your money and not money collected from others. You may like to use our Sponsorship form if you are collecting money from several people.

Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

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.

### 3. If you are making a donation with this form . .

I would like to make a donation of £ \_\_\_\_\_

Cheque enclosed  Payment made by internet banking

Please make cheques payable to Lyme Disease Action.

**Please send this form and any donation to:  
Lyme Disease Action, 61 Bridge Street, Kington HR5 3DJ**

Lyme Disease Action, Registered in England & Wales  
Registered Charity Number 1100448, Registered Company Number 4839410



## What You Need To Know

### What is Gift Aid?

Gift Aid is a scheme run by Her Majesty's Revenue and Customs (HMRC) that allows charities to claim back an extra 25 pence for every pound donated. So, a gift of £20 by you, with a completed Gift Aid Declaration allows us to claim an extra £5, making your donation worth £25. It's that easy! We get another 25% and it doesn't cost you a penny!

### Who can complete a Gift Aid Declaration?

Any UK tax payer who pays Income Tax or Capital Gains Tax in the tax year (6th April to 5th April of the following year) that is at least equal to the amount of Gift Aid that LDA, other charities and Community Amateur Sports Clubs (CASCs) that you donate to, will claim in the tax year of your donation. So in the above example you would have to pay at least £5 tax in the tax year that you make the donation. However, if you also make Gift Aid donations to other charities and CASCs, the amount of Income Tax and/or Capital Gains Tax that you pay must be at least equal to the total amount that all of them will claim back on your donations.

### What is needed?

For us to be able to claim the Gift Aid from HMRC, we need your title, full name, home address and post code and confirmation that you pay sufficient tax.

### How do I change or cancel a Standing Order?

To change or cancel a standing order, simply contact your bank. You may be able to do this by popping into your local branch or you may have to put it in writing, depending upon your bank. If you bank online, you may be able to change or cancel it online. It would really help us if you could also inform us of the change.

### Are you a higher rate tax payer?

Remember, if you pay tax at a higher rate, you should enter the amount you have given by Gift Aid on your Self Assessment form so that you will get additional tax relief.

### What happens if my circumstances change?

If you move house, change your name or no longer pay sufficient UK Income Tax and/or Capital Gains Tax to cover the Gift Aid made on all your charity donations, please contact us as soon as you can so that we can correct our records.

### How do we use your personal information?

If you have completed the Gift Aid Declaration we will pass this information to HMRC. We will pass details to your bank, if you have completed the Standing Order donation form. We will NEVER pass your information to any other organisation.