

What is Gift Aid?

Gift Aid is a scheme whereby charities can reclaim tax on charitable giving. Your school can benefit from the Gift Aid scheme because it is part of the Lancaster Roman Catholic Diocesan Trustees Registered, Charity Number 234331.

So what does it mean?

If you are a taxpayer and you make a donation to your school, the amount of tax that you will have paid on your charitable giving can be reclaimed from HM Revenue & Customs.

Tax is repaid to charities at the basic rate equivalent, as long as you have paid sufficient tax to cover the reclaim, you will be eligible to Gift Aid. You must take into account all tax reclaims on all Gift Aid donations to all charities

For every £1 you give, your school will get an extra 25p.

Your school has to fund 10% of any building work. Therefore, a Gift Aid donation of £5 per month will enable the school to undertake £750 of work.

How does Gift Aid work?

By completing a "Gift Aid declaration" in favour of your school, it enables your school to reclaim the tax that you have paid on your donation. There has to be a record of what you give, so we ask you either to use envelopes for cash, give by cheque, or preferably give by standing order. The declaration will cover everything you give as a donation.

If you stop paying tax please notify your school immediately and your Gift Aid declaration will be cancelled.

If you pay tax at the higher rate you will receive additional relief which you will need to claim via your tax code.

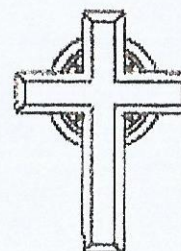
What does it cost me?

It costs you absolutely nothing! If you have made a decision to donate to your school, by completing a Gift Aid you are simply asking the Government to redirect to the school some of the tax you have paid to them.

What should I do now for the school to benefit from my tax?

Simply complete the Gift Aid declaration and also the standing order form i.e. if you wish to give by standing order. Please return the completed forms to your school, or ask if you have any more questions.

Thank you for the support you give to your school. Without it the school could not achieve or provide what it does.



- *If you donate to your school*
- *you are a Tax Payer*

**PLEASE CONSIDER DONATING BY
GIFT AID, THIS WILL INCREASE
YOUR DONATION BY 25%.**

GIFT AID DECLARATION
LANCASTER ROMAN CATHOLIC
DIOCESAN TRUSTEES REGISTERED
Registered Charity No. 234331
St Mary & St Andrew's
Catholic Primary School, Newhouse

For office use only
School number:
.....

I
Mr, Mrs
Miss or Ms
(delete as
appropriate)

←
Your full name

of

←
**Your full
address**
(including post code)

want Lancaster Roman Catholic Diocesan Trustees Registered to treat all donations I have made

Since

← **delete one box**

Since

← **delete one box**

And all donations I make hereafter as gift aid donations and reclaim tax accordingly.

SIGNATURE OF DONOR DATE OF DECLARATION
SCHOOL NAME **St Mary & St Andrew's Catholic Primary School, Newhouse**

A Gift Aid donor must be a UK taxpayer and pay an amount of income tax or capital gains tax at least equal to the tax reclaimed on all their Gift Aid donations to all charities in any one tax year. It is the responsibility of the donor to pay any shortfall.

This school is part of the Diocese of Lancaster and a record of your personal information and donations will be held by the Diocese and stored securely on the Diocese's database. We do not transfer your data to third parties to use for their own marketing or fundraising purposes. We will use your details to administer your gifts. This may include sharing your information with external organisations working on our behalf such as IT support companies, or when required by law (e.g. to claim Gift Aid). See the Diocesan Privacy Policy for full details of how your personal data is used.

- Donors should notify you if they:
- Want to cancel their declaration
 - Change name or home address
 - No longer pay sufficient tax on their income and/or capital gains

Standing Order Form

To: The Manager Name & address of account holder
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.....
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.....
.....
.....
.....

(Please insert the name & address of your Bank.)

Please make the following payments until further notice and debit my/our account accordingly.

PAY:
Bank HSBC Bank PLC, Market Street, Lancaster
Sort Code: 40-27-02
Account: LRC DTR Charity No 234331: St Mary & St Andrew's Catholic Primary School
Newhouse

Account No: 11337564

Amount in figures: £..... per.....

Amount in words: per.....

Commencement date:

My/our account Name

My/our account Number

Signature/s

.....

Date

THIS ORDER CANCELS AND REPLACES ANY EXISTING ORDER IN FAVOUR OF THE SAME PAYEE