

# Gift Aid Declaration

## The Church of Scotland

### Please complete this declaration in CAPITALS

Boost your donation by 25p of Gift Aid for every £1 you donate. Gift Aid is reclaimed from the government by charities from the tax you pay for the relevant tax year. Your congregation can reclaim Gift Aid on your offerings if you pay sufficient income tax and you provide a signed Gift Aid Declaration (*below*). In order to Gift Aid your donations, please complete the form and hand it to your treasurer.

**I want to Gift Aid all monetary donations I have made in the past four years and those I make from today onwards to:**

Name of congregation: \_\_\_\_\_

Congregation's charity no: \_\_\_\_\_

**I am a UK taxpayer 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 tax year it is my responsibility to pay any difference.**

Please tick:

### My details:

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please notify the Church Treasurer/Gift Aid Convener if you:

- wish to cancel this declaration
- change your name or address
- 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.

### PRIVACY NOTICE

You are giving your personal data to (*insert name of congregation*)

..... as the Data Controller.

**Your Personal Data:** You are being asked to supply your name, address, postcode and signature.

**Purpose:** The purpose of processing the personal data we ask for is to complete a Gift Aid declaration. The legal basis for this processing is the Legitimate Activities of the Church as a not-for-profit organisation. Your personal data will not be used for another purpose without your consent.

If you do not provide the personal data requested, we cannot complete the declaration.

**Data Subjects:** Individuals making a monetary offering or donation to this congregation.

**Sharing Your Personal Data:** Your personal data will only be shared with HMRC as an independent data controller. This sharing is solely for the purpose of administering Gift Aid declarations.

### Your Rights:

You have rights under the Data Protection Act 2018. For more information visit the website at [www.churchofscotland.org.uk/using-our-site/privacy-centre](http://www.churchofscotland.org.uk/using-our-site/privacy-centre)