



Hope House @ the Boundary Community Centre, Boundary Rd, Beeston, Nottingham NG3 2RF  
hope@hopenottingham.org.uk      0115 943 6081      [www.hopenottingham.org.uk](http://www.hopenottingham.org.uk)

**Your Gift Aid declaration – for past, present & future donations**

Please treat as Gift Aid donations all qualifying gifts of money made to Hope Nottingham:

today                       in the past 4 years                       in the future

*(please put a "X" in all 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 (6 April to 5 April) that is at least equal to the amount of tax that all the Charities and/or Community Amateur Sports Clubs 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 that Hope Nottingham will reclaim 25p of tax on every £1.00 treated as Gift Aid donations.

**Your Details**

Title:                      First name or initial(s):                      Surname:

Home address:

*(please provide first line of address and post code, or full address including town & county)*

Signature:

*(signature not required if submitting form electronically)*

Date:

**Please notify Hope Nottingham if you:**

- want to cancel this declaration
- change your name or home 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 HM Revenue and Customs to adjust your tax code.

## Information for gift-aid donors to Hope Nottingham

HM Revenue and Customs have issued new guidance to charities and community amateur sports clubs (CASCs) about gift aid. We want to make sure that you understand how gift aid works in general, and how we will deal with it at Hope Nottingham in particular. Gift aid can be claimed back against the *income tax* and *capital gains tax* that you have paid in the tax year (ends 5 April each year). NO other taxes count (eg VAT; Council Tax)

You must have paid enough tax to cover the claims from all charities and CASCs to which you have gift-aided your donations: this is how to work out the figures -

- add up all the gift-aid donations you have made (to all groups) in the tax year
- divide by 4 (this applies as long as the basic tax rate is 20%)
- this is how much will be claimed (in total by all these groups)
- compare this with your P60 statement of tax paid for the year

We are using a new-style gift aid declaration, following the latest HMRC model, which we would like you to use to authorise us to claim under the gift aid scheme –

- if you are making a donation now tick the 1<sup>st</sup> box; *and/or*
- if you have gift-aided donations in the past tick the 2<sup>nd</sup> box; *and/or*
- if you want us to claim gift aid on future donations tick the 3<sup>rd</sup> box (*you can do this if you might make donations in the future*)

If a declaration is made by more than one person (eg married couple), we will assume that all donation are made in equal proportions and claim gift aid against each person on that basis.

We claim gift aid each quarter (claim sent mid-April, mid-July, mid-October and mid-January) based on the donations received in the quarter for which we hold a valid gift aid declaration.

If you want us to stop claiming gift aid please write to us or email us to say from what current or future date you want to cancel your gift aid declaration.

Gift Aid is your responsibility – if you sign a declaration and we claim tax on your donations, HMRC will charge you if you have not paid sufficient tax to cover the claims for any tax year. However we do not want you to be out of pocket, so if HMRC write to you on this subject please tell us and we will get in touch to discuss how we may be able to help.

### **Issued on behalf of the Trustees of Hope Nottingham**

**Note 1:** if you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, include all your Gift Aid donations on your Self Assessment tax return or ask HMRC to adjust your tax code.

**Note 2:** if we are running a sponsored event, arrangements are usually made on the sponsor form for people to gift-aid their donations, and we send a one-off claim to HMRC once all sponsor moneys are received.