

## Gift Aid Declaration

Are you a UK Tax Payer? If so, you may be Gift Aid eligible. If you are, then Emmanuel House will be able to claim an extra 25% on your donations – past, present and future! It soon adds up and really does make a huge difference to homeless and vulnerable adults.

**If you do not pay tax, then there's no need to fill in this form.**

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

today     in the past 4 years     in the future

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 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 25p of tax on every £1 that I give.

### Donor's details

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Date \_\_\_\_\_ (DD / MM / YY)

Signature \_\_\_\_\_

Please notify the charity 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.*

## Regular Donation

Would you like to become a friend of Emmanuel House by signing up to make a regular monthly donation? These donations allow us to plan which is incredibly useful to a small charity. As little as £5 per month makes a huge difference to Emmanuel House and our service users.

Please complete the below to let us know of your regular gift.

Please use this form as notification that I have set up a regular donation for £ \_\_\_\_\_ commencing on [Date] \_\_/\_\_/\_\_

Monthly / Quarterly / Annually (Please delete)

Payment to be made to:

Emmanuel House

Bank: Yorkshire Bank

Branch address: 11 Smithy Row, Nottingham, NG1 3EJ

Sort code: 05 – 06 – 41

Account number: 29516637



## DONATION FORM

Are you a new supporter?  Yes  No

Individual

Business / Group

School

Contact Name	
Organisation Name (If business, group or school)	
Address	
	Postcode:
Telephone number:	
Email address:	
Donation date:	
Description of donation	<p><b>Money</b> Amount £_____</p> <p><input type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> BACS</p> <p><b>Items</b></p> <p><input type="radio"/> Food <input type="radio"/> Clothes <input type="radio"/> Other:</p>
Are you happy for us to thank you in our newsletter and on social media?	<p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Facebook name: Twitter handle: @ Instagram profile: @</p>

For office use only		
	YES	NO
Admin check	<input type="radio"/>	<input type="radio"/>
Send Gift Aid Form	<input type="radio"/>	<input type="radio"/>
Send GDPR Form	<input type="radio"/>	<input type="radio"/>

The General Data Protection Regulation (GDPR) means that we require your permission to contact you. To ensure you continue to hear from us, please let us know how you would prefer to be contacted by us.

Email  Phone  Letter  Do not wish to be contacted