

Gift Aid Declaration

Charity Name: Oxford Conservation Consortium

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My details (in block capitals)

First name, surname and home address are requirements of HM Revenue & Customs regarding Gift Aid.

Title: _____ Surname: _____

First name(s): _____

Home Address: _____

Postcode: _____

Gift Aid declaration options

Tick all appropriate options. You may declare that all future gifts will be made as Gift Aid donations.

I am a UK tax-payer and I would like OCC to treat as a Gift Aid donation:

- This and all future donations I may make from the date of this declaration until I notify you.

Otherwise any previous donations made in the past four tax years.

- The donation of £_____ which I made on _____ date

- The donation of £_____ which I will make on _____ date

- All gifts made after _____ date

I understand that if I pay less income tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all of my donations (to all charities) in that tax year, it is my responsibility to pay any difference. *Other taxes that you may pay, such as VAT or Council Tax, do not qualify for Gift Aid relief.*

Notes

If you are unsure whether your donation qualifies for Gift Aid tax relief, we would be pleased to advise you. Please contact OCC at the address/email above.

1. We will reclaim the Gift Aid due on your donation – currently 25p for every £1 you donate.
2. If your declaration covers donations that you may make in the future, please contact us if:
 - You change your name or address while the declaration remains effective.
 - You wish to cancel the declaration. The declaration will then not apply to donations you make to OCC/Chantry Library on or after the date of cancellation or such later date you specify.
 - You cease to pay enough tax to cover the value of the Gift Aid we would otherwise reclaim.

The personal data you provide on this form will be used by the Oxford Conservation Consortium to process your donation in accordance with our contractual and legal obligations. For more on how we treat your information, including your rights, please visit reader information at: <https://chantrylibrary.org/how-to/>

3. 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.

Please fill in this form and return it by post or email to the address above

Signature: _____

Date: _____

Thank you for supporting OCC and the Chantry Library