

**ROMAN CATHOLIC DIOCESE OF ARUNDEL AND BRIGHTON**

Registered Charity No. 252878

**GIFT AID DECLARATION  
(WRITTEN)**

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CODE Declaration No. (for office use)

**Name (BLOCK CAPITALS)**

I			
	Title	Christian Names	Surname

**Full Home Address (BLOCK CAPITALS)**

of	
	Post Code
	Telephone No.
	email address:

want the Roman Catholic Diocese of Arundel and Brighton to treat all donations I have made for the four years prior to this year and all donations I make from the date of this Declaration until I notify you otherwise, as Gift Aid donations and reclaim tax accordingly.

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Date of Declaration

**PLEASE COMPLETE THIS SECTION, TICK THE RELEVANT BOXES BELOW  
AND RETURN TO YOUR GIFT AID ORGANISER**

**NOTES TO DONOR:**

1. You must 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 charities and Community Amateur Sports Clubs (CASCS) that you donate to will reclaim on your gifts for that tax year. Other taxes such as VAT and Council Tax do not qualify. If you cease paying tax, please notify your parish/school organiser. Higher rate taxpayers may be able to claim tax relief on donations in your Self-Assessment return.
2. You can cancel this declaration at any time by writing to the parish/school. The Diocese will not reclaim tax on donations made after the date of cancellation.
3. Please notify your parish/school organiser if you change your name, address or postcode.
4. The parish/school has to record donations to reclaim tax. You can make your donations by standing order, cheque or numbered envelope to each parish/school fund separately. One declaration covers all funds.
5. Data Protection Act 1998. The Diocese will use the information supplied by you to reclaim tax from HM Revenue & Customs. Apart from this the Diocese will only use the information internally within the Diocese.

<u>PARISH</u>	<u>SCHOOL</u>
<b>Method of Donation:</b>	<b>Method of Donation:</b>
Options: 1) Bankers Order* <input type="checkbox"/>	Options: 1) Bankers Order* <input type="checkbox"/>
2) Envelope System* <input type="checkbox"/>	2) Cheque <input type="checkbox"/>
Or both <input type="checkbox"/>	3) Cash <input type="checkbox"/>
Parish Envelope Box Number: <input type="checkbox"/>	(in envelope please)
	*supplied on request