

# Charity Gift Aid Declaration Form

## The Emily Jordan Foundation can boost your donation by 25p of Gift Aid for every £1 you donate.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**In order to Gift Aid your donation you must complete the information below:**

I want to Gift Aid my donation of £\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to:

### The Emily Jordan Foundation

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.

#### My Details:

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

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

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Date \_\_\_\_\_

#### Please notify the charity if you:

1. Want to cancel this declaration
2. Change your name or home address
3. 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.**

**Please note there is no need to sign this form.** The Charity will declare this to HMRC when recovering the extra funds, and they will make sure that you are a UK Taxpayer and are paying Tax to the correct amount. In addition you may be able to claim.

See this link for more details:

<https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid>

When you have completed this form please return via post to:

**The Emily Jordan Foundation**  
**Valley House**  
**Trimpley**  
**Bewdley**  
**DY12 1PG**

Or E Mail to:

[info@theemilyjordanfoundation.org.uk](mailto:info@theemilyjordanfoundation.org.uk)

