



Woodlea P.T.A.

Gift Aid Declaration Form

Name of Charity: Woodlea School PTA (Registered Charity No. 1167391)
Long Hill, Woldingham, Surrey CR3 7EP

DETAILS OF DONOR:

Title.....Forename(s).....

Surname.....

Address (inc postcode).....

Child(ren)'s Name and Class(es).....

I WANT THE CHARITY TO TREAT AS GIFT AID DONATION(S)

- 1. * the enclosed donation of £.....
- 2. * the donation(s) of £..... which I made on/..... /.....
- 3. * all donations I have made since 6 April 2000, and all donations I make from the date of this declaration until I notify you otherwise

**Please delete as appropriate- we suggest that Item 3 will be appropriate in most cases.*

Cheques should be signed by the donor shown above even for joint accounts.

I am a UK taxpayer and confirm I will pay Income Tax and/or Capital Gains Tax for each tax year 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 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 have given (28p of tax on every £1 that I gave up to 5 April 2008).

Signature..... Date /..... /.....

NOTES

- 1. If your declaration covers donations you may make in the future:
 - i) Please notify the PTA if you change your name or address while the declaration is still in force.
 - ii) You may cancel the declaration at any time by the notifying the PTA. It will then not apply to donations you make on or after the date of cancellation.
- 2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax and any charity reclaims on your donations in the tax year.
- 3. If your circumstances change and you no longer pay tax on your income and/or capital gains equal to the tax that the charity reclaims, you should cancel your declaration.
- 4. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
- 5. If you require further information regarding Gift Aid, please contact your local Tax Office.



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A message from the Woodlea School PTA:

We are pleased to announce that following the adoption of the PTA UK model constitution at the EGM on the 10th May 2016, the Woodlea School PTA has now been granted a UK registered charity status. Our Registered Charity number is 1167391.

So what does this mean?

Being recognised as a charity will enable your PTA:

- to [receive charitable donations from local and national companies](#)
- to [apply to grant-making charitable trusts, statutory and lottery funding organisations](#)
- for [payroll giving](#) and [company matched giving](#) schemes
- to apply for [Gift Aid](#)

If you are a tax payer you are able to increase the value of your donation by 25% by completing the Gift Aid Section of the attached form. This applies to both one-off payment and regular donations and does not require any long-term commitment. In addition we are sometimes able to claim back tax on other voluntary contributions you make to PTA events, such as the Summer Fair, so it would be really helpful if *every* family could complete the Gift Aid form below. If you are a higher tax rate payer you are also able to claim back the additional 20% tax on donations, either via your annual tax return or by contacting your tax office for the relevant form.

We hope you will support us in signing up for Gift Aid. Thank you for your support.

Yours faithfully

Jules Shekyls-Young

Chairperson of Woodlea School PTA