

Highdown School and Sixth Form Centre Gift Aid Declaration Form

Details of Donor:

Title _____ Forename(s) _____ Surname _____

Home Address _____

_____ Post Code _____

Student Information:

Name _____ Tutor Group _____

I intend to donate £ _____ monthly / annually

commencing on _____

I will donate by standing order (form enclosed) / cheque / cash. Cheques should be made payable to Highdown School and Sixth Form Centre (please delete as appropriate)

I want to Gift Aid all the donation(s) I have made since 6 April 2017 and all donations I make in the future from the date of this declaration, until I notify you otherwise.

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.

Date _____ Signature of Parent/Carer _____

Notes:

1. You can cancel this declaration at any time by notifying the school in writing.
2. Please notify the school if your circumstances change and you no longer pay tax on your income and/or capital gains.
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.
4. If you are unsure whether your donations qualify for Gift Aid tax relief please refer to the HMRC website (www.hmrc.gov.uk).
5. Please notify the school if you change your name or address.

PLEASE RETURN THIS FORM TO HIGHDOWN SCHOOL AND SIXTH FORM CENTRE WITH YOUR STANDING ORDER FORM OR DONATION

Highdown School and Sixth Form Centre Gift Aid Donation

Standing Order Form

To:	The Manager
Bank Name: Bank Address:	
Please pay:	HSBC Bank 26 Broad Street, Reading, RG1 2BU
For the credit of:	Highdown School and Sixth Form Centre Non Public Fund Account number: 84305477 Sort code: 40-38-04
Start date:	Commencing on the _____ day of _____ 20____
Continuation:	Thereafter every Month / Year until further notice. (please delete as appropriate)
The sum of (in numbers and words please)	£ _____
Account name to be debited:	
Account number:	
Sort code:	

Please debit my account in accordance with the details above.	
Signed: _____	Date _____
Name: _____	

PLEASE RETURN THIS FORM TO HIGHDOWN SCHOOL & SIXTH FORM CENTRE ALONG WITH YOUR GIFT AID DECLARATION FORM – WE WILL SEND IT ON TO YOUR BANK. THANK YOU.