

LeatherHEAD START

Gift Aid Declaration Form

If you pay tax, please print and complete this form. It will enable LeatherHEAD START to reclaim the tax you have already paid - and it won't cost you a penny!

Details of Donor

First name(s) Surname.....

Address.....

.....Postcode

I want LeatherHEAD START(Registered Charity No 1137054) to treat 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, as Gift Aid donations.

Signed Date

Notes

1. If your declaration covers donations you may make in the future:

- a) please notify LeatherHEAD START if you change your name or address while the declaration is still in force
- b) you can cancel the declaration at any time by writing to LeatherHEAD START - the declaration will then not apply to donations you make on or after the date of cancellation, or such later date as you specify.

2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that LeatherHEAD START reclaims on your donations in the tax year.

In other words, if you pay £10 to LeatherHEAD START, LeatherHEAD START can reclaim an additional £2.50 from HM Revenue & Customs. BUT you need to have paid at least £2.50 to the tax man first!!

3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that LeatherHEAD START reclaims, you can cancel your declaration. Please simply write to us to let us know - it's as simple as that!

4. If you pay tax at the higher rate, you can claim further tax relief in your Self Assessment tax return. This means that if you pay tax at 40%, LeatherHead Start can still only reclaim tax at the basic rate of 20%, but YOU can claim the rest of the tax back on your donation when you send in your Self Assessment tax return. You can keep this additional sum yourself or you can send it to LeatherHEAD START, but do let us know that you have already reclaimed the tax on it!

Please return this form to us at:

The Manager, LeatherHead Start, 3 Church Road, Leatherhead, Surrey KT22 8AT