

## GIFT AID - Making your Offerings go further.

If you give us four pound coins, we can turn them into a five-pound note! This isn't some kind of magical trick - just the practical benefit for the Church of the "Gift-Aid" system of giving to charities. This system can be used by anyone who pays tax and, whilst there are a number of people in the Church using it already, *you* may not be aware how easy it is to set this system up and let the Church claim back from the Inland Revenue the tax you've paid. We get an extra twenty-five pence back for every pound given under Gift-Aid, which is why a gift of £4 is worth £5 to the church.

### Giving to the Church under Gift-Aid.

Under the Gift-Aid system, you do not have to make a commitment to pay a regular sum, nor do you have to join for a set number of years. You can use Gift-Aid for a lump sum gift, or for your regular weekly or monthly giving. All that you need to do is tell the Church that you want your gifts and/or offerings to be treated as Gift-Aid - and then to use a system that lets the Gift-Aid co-ordinators identify these gifts as coming from you. You can use standing orders from your bank account or make regular bank transfers, or you can use specially numbered envelopes with cash or cheques. With the envelopes, only the Gift-Aid co-ordinators know who holds each number, so you can remain anonymous: the ministers and elders really don't know who gives by Gift-Aid, nor how much.

Gift-Aid is such a simple, commitment-free system that we want to encourage as many people as possible in the Church to use it. If you've any questions about it, please contact us.

### What tax payments can be reclaimed ?

Gift-Aid can be used to reclaim from the Inland Revenue any tax you have paid that you would normally declare on a personal tax return. This includes income tax, capital gains tax, and the tax paid on interest from Banks, Building Societies, and share dividends. So as long as you are paying tax, we can get back up to the amount you've paid. If you only pay a little tax, then you can calculate how much we can reclaim on: for every £1 in tax paid you can give £4 under the Gift-Aid system. If you need help to decide if you can use Gift-Aid, then please talk to us about it in confidence.

**NOTE:** If you give to other charities or Community Amateur Sports Clubs (CASCs) by Gift Aid, 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 the charities and CASCs will reclaim on your gifts for that tax year. Other taxes such as VAT and council tax do not count towards the tax you have paid.

### I want to use Gift Aid - What do I do next?

Simply fill in the Gift Aid form, printed overleaf, and return it to the church office (see below). You need to decide whether you want to give by standing orders/bank transfers or by cheque or cash via numbered envelopes. We will then give you the appropriate forms or envelopes to use. At the end of each tax year we will (on request) send you a statement showing how much we've received and how much tax we are reclaiming, which you can use if you need to fill in a tax return for the Inland Revenue.

For further information, or to return completed forms, contact Jill Betts at the church office ([finance@hsb.church](mailto:finance@hsb.church) or 01525 371312).

If you have any specific questions about gift aid, contact the Gift Aid co-ordinators:

Anne & Steve Hailes  
500 Bideford Green  
Leighton Buzzard LU7 2UA  
Tel: 01525 372648  
Email: [giving@hsb.church](mailto:giving@hsb.church)

# GIFT AID DECLARATION

Multiple donations

**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 name and address is needed to identify you as a current UK taxpayer.

## 1. Details of charity:

Name of Charity: Hockliffe Street Baptist Church, Leighton Buzzard  
A Charitable Incorporated Organisation (CIO) - Registered Charity no. 1198879

## 2. Details of Donor:

Title: ..... First name(s): ..... Surname: .....

Address: .....

.....

..... Postcode: .....

## 3. Declaration:

**In order to Gift Aid your donation(s) you must tick the box below:**

I want to Gift Aid my donation of £.....  
*and* any donations I make in the future *and* have made in the past four years  
(*delete any that do not apply*) to Hockliffe Street Baptist Church.

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.

I want to make additional donations by standing order or bank transfers / numbered envelopes (*delete as appropriate*)

Signature: ..... Date of Declaration: .....

## 4. Notes:

- a) Please notify Hockliffe Street Baptist Church if you:
  - want to cancel this declaration
  - change your name or home address
  - no longer pay sufficient tax on your income and/or capital gains
- b) If you pay tax at the higher or additional rates, 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.

## Office Use:

Copy of Declaration sent:

Envelope No.