



# Gift Aid Declaration Form

## Donate to the Community Foundation for Surrey

Using Gift Aid means that for every pound you give, the Community Foundation for Surrey will receive an extra 25p from HM Revenue and Customs, helping your donation go further.

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.

Please complete this Gift Aid declaration form and return to the Community Foundation for Surrey at the address below. Please ensure cheques are made payable to Community Foundation for Surrey.

**Community Foundation for Surrey**  
**Millmead House, Millmead**  
**Guildford, Surrey**  
**GU2 4BB**

**In order to Gift Aid your donation please tick the box you wish to apply:**

I want to Gift Aid my donation of £

**or**

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

**I am a UK taxpayer and understand that if I pay less Income Tax 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.**

**Title:**  **First Name or initial(s):**

**Surname:**

**Full Home Address:**

**Post Code:**  **Date:**

Please notify the Community Foundation for Surrey 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

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.