# **Gift aid declaration**

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| Using Gift Aid means that for every pound you give, Hertfordshire Community Foundation claims an extra 25p from HM Revenue & Customs, helping your donation reach even more people in Hertfordshire. Gift Aid helps your donation go further but won’t cost you another penny.  This Gift Aid form is for completion and signing ***by one individual only.***  If you are donating as a couple, please complete and sign a form for each of you. | | | |
| Please complete your details in block capitals | | | |
| Forenames:\* |  | | |
| Surname:\* |  | | |
| Address:\* |  | | |
| Postcode:\* |  | Telephone: |  |
| Email: |  | | |
| \*required fields |  | | |
| Gift aid declaration |  | | |
| * I confirm that I wish Hertfordshire Community Foundation to treat this donation\*\*, and any donations I make to Hertfordshire Community Foundation in the future or have made in the past 4 years as a Gift Aid Donation.   I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for the current tax year (6 April to 5 April) that is at least equal to the amount of tax that HCF will reclaim on my gifts for the current tax year. I understand that other taxes such as VAT and Council Tax do not qualify.  \*\* please note – a Gift Aid declaration can only be made in respect of donations you make personally. If you have kindly undertaken some fundraising and/or collected donations from others, a Gift Aid declaration is not valid for the sums others have given/you have helped raised. Each individual donor must complete their own Gift Aid declaration in respect of their own donation.   |  |  |  |  | | --- | --- | --- | --- | | Signature: |  | Date: |  | | | | |
| Please note: |  | | |

Please notify Hertfordshire Community Foundation 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 rate 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.

If you are unsure whether your donations qualify for Gift Aid tax relief, please contact us or ask your local tax office for leaflet IR113 Gift Aid

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| thank you for your support |

Please return completed forms to: HCF, 2-4 Forum Place, Foundation House, Fiddlebridge Lane, Hatfield, Hertfordshire AL10 0RN or email a scanned copy to [office@hertscf.org.uk](mailto:office@hertscf.org.uk)