

## GIFT AID DONATION SCHEME

for those who pay income tax

### How can the parish benefit if I join the scheme?

If you pay income tax, St James & St William of York parish can claim back from the Inland Revenue the tax that you pay on all donations that you make to the parish. For every £1 that you give, we can claim back a further 28 pence – at no extra cost to you. There is no upper or lower limit on the amount of your donation.

### What donations are included in the scheme?

- Donations include what you give in the weekly collections, either in cash in the collection plate or by standing order through bank or building society ...
- what you give as a donation to the parish if you are having a baby baptised or getting married in one of the churches...
- what you give in the Special Collections or Special Appeals that are held from time to time, such as CAFOD or for the Churches in Reading Drop-In Centre or for our annual parish charity project...
- money you give when you arrange for a Mass to be offered for the repose of the soul of a loved one or for a special intention...

### How do I join the scheme?

First, please complete the **top section of the attached form** – making sure that you add your **postal code** and your **signature**.

Then, you will need to decide how you are going to give...

### How will you know that I have made a donation?

We need to be able to trace all donations that you make back to you, so it is important that you help us to identify all donations that you make.

- **If you attend here regularly and would like to contribute regularly**, the easiest way – for you and for us – is by **monthly, quarterly or annual** standing order through your bank or building society. The **bottom section of the form** is for completion for this purpose. If you wish to donate by standing order, please complete **both sections of the form** and hand it in, either to a member of the finance committee or to the parish secretary or post it through the letterbox at the presbytery at St James. **Both forms will be acknowledged and processed in the parish office**, with the gift aid section of the form being sent to the diocesan gift aid organiser and the standing order section of the form being sent to your bank. Standing orders are checked on a monthly basis and any discrepancies are immediately queried with the donor.
- **If you wish to contribute regularly in CASH**, we send you a set of numbered **Planned-Giving Envelopes**. These contain a numbered envelope for each week of the year plus ‘specials’ for the special collections.
- If you wish to contribute **occasionally**, please use the **orange envelopes** available in the porches, ensuring that you put either your name on the outside or your personal parish gift aid number which will be sent to you when we receive back the completed G.A form.

### How can I get further information/help with completing the forms?

On the **back of the gift aid section of the form** there is further information about the scheme and how it operates. If you would like more help contact the Parish Office: email [parish@jameswilliam-reading.org.uk](mailto:parish@jameswilliam-reading.org.uk)

## NOTES TO DONOR:

1. If your declaration covers donations you make in the future:-
  - \* please notify the charity if you change your name and address while the declaration is still in force
  - \* you can cancel the declaration at any time by notifying the charity - it will 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/capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 28p for each £1 you give.)
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax the charity reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid relief, ask the Charity. Or you can ask your local tax office for leaflet IR65 *Gift Aid*.
6. Data protection Act 1998. The Diocese will use the information supplied by you to reclaim tax from the Inland Revenue. Apart from this the Diocese will only use the information internally within the Diocese.

# GIFT AID DECLARATION

Name of Charity **PORTSMOUTH DIOCESAN TRUST**

Administered by: Portsmouth Roman Catholic Diocesan Trustees Registered  
Charity No **246871**

**NAME OF PARISH: St James and St William of York**

**RECORD NO:**

Parish Code **REAJW** Envelope No: Banker's Order **Yes/No**

For Diocesan Use only

## Details of donor

Title ..... Christian Name(s)..... Surname .....

Address.....

..... Post Code..... YES/NO

Are you making donations to any other  
Parish in the Diocese of Portsmouth

**I want the Charity to treat all donations I have made since 6 April 2001, and all donations I make  
from the date of this declaration until I notify you otherwise as Gift Aid donations.**

**Signature**..... **Date**...../...../.....

**See overleaf for notes**

## Portsmouth Diocesan Trust

Administered by: Portsmouth Roman Catholic Diocesan Trustees Registered  
**BANKERS ORDER**

NAME AND ADDRESS OF YOUR BANK IN BLOCK CAPITALS Bank.....  
Address.....

Please pay to  
the credit of

**Account Number: 0885887 Sort Code: (30-93-04)**

**Account Name: P.R.C.D.T.R. READING ST JAMES AND ST WILLIAM Parish Code: REAJW**  
**Bank: LLOYDS TSB BANK PLC, PALMERSTON ROAD, SOUTHSEA**

Quoting ref **GAD**/...../..... (BLOCK CAPITALS)  
(Office Use) (Surname and Initial(s), as it appears on your Cheque Book)

The sum of £..... (amount in words).....

**MONTHLY/ QUARTERLY/ ANNUALLY (delete as appropriate)**

Starting on ..... Until further notice

And debit my account .....  
(Name of Account Holder) (Number of Account)

Signature..... Date:.....

**This order cancels any existing Order in favour of the above ACCOUNT & SORT CODE NUMBER**