



St Stephen's Church Gift Aid Guide

St. Stephens can benefit greatly from our donors allowing us to claim Gift Aid on donations received (either one-off or regular weekly or monthly).

How it helps us?

For every £100 someone who has provided Gift Aid details donates, Gift Aid allows the church to receive £125.00.

Did you know Gift Aid may entitle you to a tax refund?

For every £100 someone who has provided Gift Aid details donates, Gift Aid allows the church to receive £125.00.

Example

You donate £100 to charity – St Stephens claim Gift Aid to make your donation £125.
If you pay 40% tax so you can personally claim back £25.00 (£125 x 20%).
If you pay 45% tax so you can personally claim back £31.25 (£125 x 25%).

How do I claim?

If you pay tax above the basic rate, you can claim the difference between the rate you pay and basic rate on your donation.

Do this either:

1. Through your Self Assessment tax return or
2. By asking HM Revenue and Customs (HMRC) to amend your tax code.

Further guidance from HMRC is available online at: <https://www.gov.uk/donating-to-charity/gift-aid>

What if I donate cash?

People making cash donations are eligible in the same way as people using cheques, bank transfers or standing orders.

St Stephens can also claim gift aid on cash donations but we need:

- a completed gift aid declaration from the donor and
- to be able to identify and keep a record of your donations.

You can use the same record to support your tax refund claim.

How do I make a Gift Aid Declaration ?

A gift aid declaration can be made when donating via our website but HMRC now allow Gift Aid Declarations to be sent by email as long as they are in an approved form.



An example is below and, please note that it **must** include your first name, surname, first line of your home address and postcode. Please send your email to juliehaworth@st-stephens.org.uk.

Example

I, Joe Bloggs, whose home address is:

1 Church View
Twickenham
TW1 3BC

confirm that:

I would like St. Stephen's, East Twickenham (part of The Church of England, registered Charity No. 1131378) to reclaim the tax on this and any other eligible donations that I may make in the future or have made in the past 4 years.

I understand that I need to pay enough Income Tax or Capital Gains Tax in each tax year to cover the Gift Aid claimed on all my donations otherwise it is my responsibility to pay any difference.

I understand the charity will reclaim 25p of tax on every £1 that I give.

1. We don't need a new declaration every time you donate but we do need to be able to identify your donations so please email donation details to juliehaworth@st-stephens.org.uk.
2. You may cancel your declaration at any time by notifying us.
3. Please let us know if you change your name or home address.
4. To maximise your tax giving, your Gift Aid declaration will be automatically backdated 4 years as permitted by the Gift Aid Scheme.
5. If you have begun paying taxes more recently or would prefer not to backdate the declaration for any other reason, please email giftaid@st-stephens.org.uk in the first instance.
6. Please let us know if you no longer pay sufficient tax on your income and/or capital gains.