



GIFT AID DECLARATION

Registered Charity Number: 1122918

Full Name _____

Address _____

_____ Post Code _____

Tel _____ E-mail _____

Gift Aid Declaration

Please treat all donations I make to the Cranleigh Foundation from this date as Gift Aid donations. I note that as a donor I must pay, or have paid, an amount of Income Tax or Capital Gains Tax equal to the tax to be reclaimed by the Cranleigh Foundation.

Signed _____	Dated _____
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Notes to the Donor

1. If you pay tax in the UK, completing the Gift Aid Form above will allow the Foundation to reclaim Income Tax (at current Government rate) upon the gift. It can also apply to any future gifts to the Cranleigh Foundation which you may make; there is, however, no future obligation implied.
2. If you are a higher-rate taxpayer, you will yourself be able to claim higher-rate tax relief on your Self Assessment tax return. This is the difference between the basic rate and higher rate of tax on your gift and reduces the cost to you of making the gift.
3. If you have decided to make a single gift, please send the completed Gift Aid Form to the Foundation Office at Cranleigh School, Horseshoe Lane, Cranleigh GU6 SOO, together with your cheque, made payable to 'Cranleigh Foundation'.
4. If you wish to make a regular gift, please complete the Banker's Draft Order Form, in addition to the Gift Aid Form, and return it to the Foundation Office.
5. Please remember to notify the Foundation Office if in the future you no longer pay an amount of Income Tax and/or Capital Gains Tax equal to the tax we will reclaim on your donations.
6. All donations of shares to a charity will receive tax relief of 100% of their market value. If you would like more information on gifts of shares, please contact the Foundation Office.
7. If your employer operates a Payroll Giving Scheme, you may authorise your employer to deduct regular charitable donations from your salary.
8. Donors who are not resident in the UK for tax purposes should contact the Foundation Office for more information.
9. If your declarations cover donations you make in the future:
 - (i) Please notify the Foundation if you change your name or address whilst the declaration is in place;
 - (ii) You may cancel the declaration at any time by notifying the Foundation - it will then cease to apply on donations you make on or thereafter the date of cancellation, or such later date as you specify.
10. If your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the Foundation reclaims, you may cancel your declaration.
11. If you are unsure whether your donations qualify for Gift Aid tax relief, please ask the Foundation; alternatively, you may contact your local tax office for leaflet *IR65 Gift Aid*.

WE WILL USE THE DETAILS THAT YOU HAVE PROVIDED FOR GIFT AID PURPOSES ONLY.

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