



**CRANLEIGH**  
FOUNDATION

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## GIFT AID DECLARATION

Registered Charity Number: 1122918

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

TEL \_\_\_\_\_ EMAIL \_\_\_\_\_

### Gift Aid Declaration

I am a UK taxpayer and I would like Cranleigh Foundation to treat all donations I have made for the four years prior to this tax year and all donations I make from the date provided, until I notify you otherwise, as Gift Aid donations. I understand that I must have paid an amount of income tax and/or Capital Gains Tax at least equal to the tax that all charities or Community Amateur Sports Clubs (CASCs) will reclaim on my donations for that tax year. Please note that VAT and Council Tax do not qualify to cover Gift Aid returns.

|              |             |
|--------------|-------------|
| Signed _____ | Dated _____ |
|--------------|-------------|

### Notes to the donor

1. If you pay tax in the UK, completing the Gift Aid Form above will allow the Cranleigh Foundation to reclaim income tax (at current Government rate) upon the gift.
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 Cranleigh Giving Office at Cranleigh School, Horseshoe Lane, Cranleigh GU6 8QQ, together with your cheque, made payable to 'Cranleigh Foundation'.
4. If you wish to make a regular gift, please contact Cranleigh Giving Office at [giving@cranleigh.org](mailto:giving@cranleigh.org).
5. Please remember to notify the Cranleigh Giving 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 Cranleigh Giving 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 Cranleigh Giving Office for more information.
9. If your declarations cover donations you make in the future:
  - (i) Please notify the Cranleigh Giving Office 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 Cranleigh 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 Cranleigh Foundation reclaims, you may cancel your declaration.
11. If you are unsure whether your donations qualify for Gift Aid tax relief, please ask the Cranleigh Giving Office; 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.

**Cranleigh Foundation**, Cranleigh School, Horseshoe Lane, Cranleigh, Surrey GU6 8QQ Tel: 01483 273666  
[giving@cranleigh.org](mailto:giving@cranleigh.org) [www.cranleigh.org/giving/foundation/](http://www.cranleigh.org/giving/foundation/)