



GIFT AID DECLARATION

Name of Charity: **UNIVERSITY OF LEICESTER**

Details of Donor

Title..... Forename(s) Surname.....

Home Address

.....

..... Post Code

I want the charity to treat

- the enclosed gift of £.....; OR
- the gift(s) of £..... which I made on / /; OR
- all gifts I make from the date of this declaration until I notify you otherwise; OR
- all gifts I have made in the last four years, and all gifts I make from the date of this declaration until I notify you otherwise

as Gift Aid gifts

(Please tick the box which applies to you)

Signed..... Date.....

This form should be completed and signed by one person only. Please see overleaf for notes.

Notes from HM Revenue and Customs

1. You confirm you are a UK taxpayer and understand that if you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all your gifts in that tax year it is your responsibility to pay any difference.
2. The charity will reclaim 25p of tax on every £1 you give and have given in the previous four years.
3. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.
4. You can cancel this declaration at any time by notifying the charity.
5. 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).
6. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid gifts on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.
7. Please notify the charity if you change your name or address.