

# **Emmanuel College, Cambridge**



## ***Development Fund*** **Gift Aid Declaration**

### **Full title and Name:**

Title:	Forenames:	Surname:
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### **Address and Postcode:**

Address:
Postcode:

### **Donation:**

Amount of Donation:	Date of Donation:
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### **Statement of declaration:**

I wish Emmanuel College to treat this donation and any donation that I have made in the previous four years and all donations I make in the future, until I notify you otherwise, as Gift Aid donations.	
Signature	Date

REGISTERED CHARITY NUMBER: 1137456

**See overleaf for notes**

**Notes:**

1. If your declaration covers donations you may make in the future:
  - please notify the College if you change your name or address while the declaration is still in force;
  - you can cancel the declaration at any time by notifying the College - it will then not apply to donations you make on or after the date of cancellation, or after such later date as you specify;
  - if you have made an oral declaration of your intention to make a donation to the College, of which this form is the written record, you can cancel the oral declaration within 30 days of the College sending you the written record. Your cancellation will have retrospective effect, so that it will be as if the declaration had never been made.
2. You must have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that you donate to will reclaim on your gifts for that tax year. Other taxes such as VAT and Council Tax do not qualify. The College will reclaim 28p of tax on every £1 that you gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that you give on or after 6 April 2008.
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the College 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 tax relief, please ask the College. Or you can ask your local tax office for leaflet IR113 *Gift Aid*.

May 2012