**Gift Aid**

**Boost your donation by 25p for every £1 you donate - it won’t cost you a penny extra.**

**What is Gift Aid?**

Gift Aid is a scheme from HM Revenue & Customs that allows us to reclaim an extra 25% on your donations made during the past 4 years, as well as on all future donations, without costing you a penny. This means that for every £1 you donate to Riverside Counselling Service, the charity gets an extra 25p.

**Who is eligible?**

To be eligible to sign up for Gift Aid you must be a UK taxpayer and pay an amount of income and/or capital gains tax - at least equal to the tax that all charities and Community Amateur Sports Clubs will reclaim in the tax year of your donation. This also applies if you pay tax on your savings, pension plan or investment income but taxes such as VAT and Council Tax do not qualify. If you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on your donations in the tax year, you’ll be responsible for paying any difference.

**Are you a higher rate taxpayer?**

There is an extra benefit for higher rate taxpayers as you are able to reclaim tax on the amount you have donated. We, as a charity, can claim the basic rate of tax on the value of your gift, and you can reclaim the difference between higher rate (40%) and basic rate tax (20%).

For example, if you give £100 to Riverside Counselling Services, we can reclaim Gift Aid of £25 making your total gross donation £125. Being a higher rate taxpayer, you can reclaim a further 20% on the gross donation (the difference between the two tax bands), which in this example, is £25. This means your £125 gift to Riverside Counselling Service would have only cost you £75.

**How can I Gift Aid?**

All we need from you is a single Gift Aid declaration, which will not only cover your future donations but also donations you have made for the past 4 years.

To make your declaration please complete the donation form below and return it to:

Riverside Counselling Service, Friend’s Meeting House, Henley-on-Thames, Oxfordshire. RG9 2JJ

Please remember to inform us if you have changed your name and address, or no longer pay sufficient tax on your income and/or capital gains tax.

Contact: riversidecounsellingservice@gmail.com Tel: 07879 381 334

For further information visit: <https://www.gov.uk/donating-to-charity/gift-aid>

**Charity Gift Aid Declaration – multiple donation**

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.

In order to Gift Aid your donation you must tick the box below:

 I want to Gift Aid my donation of £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years to:

Name of Charity **Riverside Counselling Service** (Charity no. 1018853)

 I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

**My Details**

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name or initial(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Full Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please notify the charity if you:

* want to cancel this declaration
* change your name or home address
* no longer pay sufficient tax on your income and/or capital gains

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 donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

**Sponsorship and Gift Aid declaration form**

Please sponsor me (name of participant)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To (name of event) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In aid of **Riverside Counselling Services** (Charity no. 1018853)

If I have ticked the box headed ‘Gift Aid? √’, I confirm that I am a UK Income or Capital Gains taxpayer.

I have read this statement and want Riverside Counselling Services to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

**Remember: You must provide your full name, home address, postcode & tick Gift Aid for Riverside Counselling Service to claim tax back on your donation.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Sponsor’s Full Name***(First name & surname)* | **Sponsor’s Home Address***(Only needed if are Gift Aiding your donation. Do not give a work address)* | **Postcode** | **Donation Amount****£** | **Date** **paid** | **Gift** **Aid***(Please**Tick ✓ )* |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **Total donations received** | **£** |
| **Total Gift Aid Donations** | **£** |
| **Date donations given to Riverside Counselling Service** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Sponsor’s Full Name***(First name & surname)* | **Sponsor’s Home Address***(Only needed if are Gift Aiding your donation. Do not give a work address)* | **Postcode** | **Donation Amount****£** | **Date** **paid** | **Gift** **Aid***(Please**Tick ✓ )* |
| **1** |  |  |  |  |  |  |
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| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **Total donations received** | **£** |
| **Total Gift Aid Donations** | **£** |
| **Date donations given to Riverside Counselling Service** |  |