



ARCHDIOCESE OF ST ANDREWS & EDINBURGH

CHARITY GIFT AID DECLARATION

**Increase the value of your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is used by HMRC to identify you as a current taxpayer

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

**PARISH**            **St James', St Andrews**

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 on all my donations in that tax year **it is my responsibility to pay any difference.**

**My Details (Please complete all sections)**

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

Surname \_\_\_\_\_

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

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

Signature \_\_\_\_\_

The above named is a Parish of the Archdiocese of St Andrews & Edinburgh - a charity registered in Scotland No SC008540

**Please notify the Archdiocese Finance Office (100 Strathearn Road, Edinburgh, EH9 1BB) 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.

**Respecting your personal data**

A record of your personal information and donations will be held by the Archdiocese and stored securely on the Archdiocese's Gift Aid database.

We comply with data protection and marketing legislation and the Fundraising Regulator's Code of Practice. We do not transfer your data to third parties to use for their own marketing or fundraising purposes.

We (the Archdiocese finance office and your Parish) will use your details to administer your gifts. This may include sharing your information with external organisations working on our behalf such as IT support companies, or when required by law (e.g. to claim Gift Aid).

We would also occasionally like to send you news by post on the work of the Archdiocese and give you the opportunity to support future appeals.

**If you do not wish to receive these communications, please tick this box**

Thank you for your financial support to the Archdiocese.

You can read our full Privacy Notice at **archedinburgh.org**. The Statement also contains details on how to opt-out of further communications from the Archdiocese if you change your mind at a later date and how to update your preferences.

The Archdiocese of St Andrews & Edinburgh is a Charity Registered in Scotland No SC008540

Version: HMRC/GDPR/02\_2020