

## Charity Gift Aid Declaration

Boost your donation by 25p of Gift Aid for every £1 you give to the Church!

In order to Gift Aid you must tick the box and complete the form below:

- I want to Gift Aid the donations I have made in the past 4 years or I make in the future Thornhill Baptist Church, until further notice.

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

Title	
First Name or Initial(s)	
Surname	
Home Address	
Post Code	
Date	
Signature	

Please notify the church treasurer as soon as possible 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.

Please make online bank payments using the following bank details:

Account Name: Thornhill Baptist Church

Bank: Lloyds Bank

Sort Code: 30-90-86

Account No.: 00221453

## ***Privacy Notice***

Thornhill Baptist Church (Charity No 1126884) are collecting this information to enable the church to claim gift aid from the HMRC on donations that you make to the church. We have a legitimate interest to collect this information since any donations you make to the church can be increased by making gift aid claims.

Your information will be stored securely in locked cabinets or filed electronically in encrypted form. Only the treasurer, assistant treasurer and specifically trusted volunteer individuals that require access to process the gift aid claim will have access to your information and donation history.

Your record will be kept on file for 6 years beyond the financial year end of your last donation since we have a legal obligation to retain records for HMRC audit purposes.

You have the right to ask to see this information we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office.