



## **Melville College Trust**

Recognised Charity No: SC002074

### **Charity Gift Aid Declaration – *single donation***

#### **Boost your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the Trust from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

What is Gift Aid? <https://www.gov.uk/donating-to-charity/gift-aid>

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

I want to Gift Aid my donation of £\_\_\_\_\_ to **The Melville College Trust**.

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 in that tax year, it is my responsibility to pay any difference.

#### **My Details**

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

Surname \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone \_\_\_\_\_ email \_\_\_\_\_

#### **Please notify the Trust 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 post or email your completed Gift Aid form to Melville College Trust