

Do you pay UK income tax

If you do, read on...

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For office use only

The ITP Support Association depends entirely on support from its friends and helpers and all donations are very gratefully received. This helps us to maintain the service we offer to those with ITP and their families. But if you pay income tax you can increase the value of your donation to the ITP Support Association without it costing one penny more.

By signing a Gift Aid Declaration (even for a one off donation) you can enable the ITP Support Association as a registered charity to claim back from the Inland Revenue the income tax you have already paid on that donation.

To make a Gift Aid Declaration, please complete the form below and return it to The ITP Support Association.

Gift Aid Declaration

(please print in capitals)

Full name of donor _____

Address _____

Postcode _____

I would like the ITP Support Association to treat the following as Gift Aid Donation(s):

Please delete as appropriate

*the enclosed donation of £ _____

*all donations I make from the date of this declaration unless I notify you otherwise

*the donation of £ _____ which I made on ____/____/____

Signed _____ Date _____

If you would like to make regular donations, please read on...

Do you wish to make regular donations?

If not, please leave this page blank...

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The ITP Support Association is most grateful to its supporters who make regular donations. If you would like to make a donation on a monthly or annual basis by standing order please complete the section below and return to The ITP Support Association.

Standing Order to: *(please complete your bank details)*

Bank name _____

Bank address _____

Postcode _____

Name of account to be debited _____

Bank sort code - Your account number

Please credit **The ITP Support Association** at:

CAF Bank Ltd, 25 King's Hill Avenue, King's Hill, West Malling, Kent ME19 4JQ

Account no. 00094037 Sort code 40-52-40

the sum of £ _____ *(in figures)* _____ pounds *(in words)*

on _____ *(date)* or immediately on receipt of this order *(whichever is the later date)*

and thereafter monthly/quarterly/annually *(delete as appropriate)* on the same date each month/ quarter/year *(delete as appropriate)* up to and including _____ *(date)* or

until I *(print full name)* _____ give further notice.

Signature: _____ Date _____

To increase the value of your donations please sign the gift aid declaration opposite!

Increasing your donation

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By signing a Gift Aid Declaration (even for a one off donation) income tax payers can enable the ITP Support Association as a registered charity to claim back from the Inland Revenue the income tax you have already paid on that donation.

Making sure you've paid enough tax to use Gift Aid

You can use Gift Aid if the amount of Income Tax and/or Capital Gains Tax you've paid in the tax year (6 April one year to 5 April the next) in which you make your donation is at least equal to the amount of basic rate tax the charity or CASC is reclaiming on your gift. If you make a number of Gift Aid donations, you will need to consider the tax you've paid on each donation on an accumulative basis. If you don't pay enough tax you may be required to pay any shortfall in tax to HMRC.

You don't necessarily have to be working to be paying tax. Apart from tax on income from a job or self-employment, the tax you've paid could include:

tax deducted at source from savings interest tax on State Pension and/or other pensions tax on investment or rental income Capital Gains Tax on gains

But only UK tax counts, so if you only pay tax outside the UK you won't be able to use Gift Aid.

How to check if you've paid enough tax

To work out if you've paid enough tax to cover your donations, divide the donation value by four. For example, if you give £100 in a particular tax year you will need to have paid £25 tax over that period. ($£100/4 = £25$). (Note that this calculation is based on the basic rate tax of 20 per cent)

Gift Aid Notes:

1. You can cancel Gift Aid Declarations at any time by notifying the us.
2. The Association can only reclaim tax on your donation if you have paid sufficient income tax and/or capital gains tax in the tax year to cover the amount claimed.
3. If in the future your circumstances change and you no longer pay income tax and/or capital gains tax equal to the tax the charity 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. 6. If you are unsure whether your donations qualify for Gift Aid tax relief, ring your local tax office for guidance, or request leaflet *IR113 Gift Aid*.
5. Please notify us if you change your name or address.

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Gift Aid Declaration & Standing Order Forms



The ITP Support Association
