



# ASCOT LIFE CHURCH

## Giving to Ascot Life Church through Gift Aid

- Gift Aid is a government scheme that increases the value of gifts of money given by UK tax-payers to UK charities such as Ascot Life Church by allowing them to reclaim basic rate tax on these gifts. For basic rate tax at 20%, this means that if you give £10 using Gift Aid, it's worth £12.50 to the church.
- In order to make a Gift Aid donation you need to make a Gift Aid Declaration\*. This is done by completing a simple form that can cover every gift made to the church for whatever period you choose and can also cover gifts you may have already made or may make in the future.
- You can use Gift Aid if the amount of Income Tax and/or Capital Gains Tax you pay in any tax year is at least equal to the amount of basic rate tax the church will reclaim on gifts given in that tax year. A tax year runs from 6 April one year to 5 April the next. Taxes such as VAT and Council tax do not qualify, nor does any non-UK tax.
- You can ask for Gift Aid donations to be treated as being paid in the previous tax year if you paid enough tax that year to cover any Gift Aid gifts you made that year and any you want to backdate. Any request to carry back a donation to a previous year must be made either before, or at the same time, as you complete a Self-Assessment tax return for the previous year, as long as it is no later than the filing deadline for the tax return (i.e. 31<sup>st</sup> October if you file a paper tax return, or 31<sup>st</sup> January if you file online).
- Tax can be reclaimed on all types of financial donations, whether by cash, cheque, standing order or by online bank transfer.
- If you have any questions about giving to Ascot Life Church by Gift Aid, please contact the church's Gift Aid Administrator. Any of the church elders can let you know who the current Gift Aid Administrator is or you can contact the relevant person via the treasurer e-mail address [treasurer@ascotlifechurch.org].
- If you wish to give by cash and would like Ascot Life Church to reclaim tax on your gift, then you need to have completed a Gift Aid Declaration form\* and then also need to include a Cash Donation Slip\* with your gift. A Cash Donation Slip\* needs to be completed for each cash donation so that it can be identified as a Gift Aid donation, otherwise the church will be unable to reclaim the tax.
- If you wish to give by cheque then you only need to have completed a Gift Aid Declaration form\* as the cheque should enable the gift to be attributed to you.
- If you wish to give by Standing Order, then you will need to complete a Gift Aid Declaration form\*. If you want your bank to be informed by post, please complete a Bankers Order form\* and pass both forms to the church's Gift Aid Administrator. Alternatively, if you'd prefer to set up a standing order via online banking, in which case, please advise the Gift Aid Administrator when you pass them your completed Gift Aid Declaration form\*.
- Donations are at all times confidential to the treasury team at Ascot Life Church and HM Revenue and Customs. The Gift Aid Declaration forms\* are simply required so that the church can increase the value of your gift by reclaiming the tax you have already paid on the sum. The relevant forms are also confidential and the information on them shared only with HMRC to support the tax reclaims.
- If your circumstances change and you do not pay sufficient Income Tax and/or Capital Gains Tax during the relevant tax year to cover the tax reclaimable, please notify the Gift Aid Administrator so that they can ensure that the church does not reclaim tax that it is not entitled to.

\*The forms you require can be obtained from the Ascot Life Church website by clicking on the following links:- [Gift Aid Declaration form](#) [Bankers Order form](#) [Cash Donation Slip](#)