

Gift Aid declaration

for past, present and future donations
St Luke's Hospice Plymouth. Registered Charity number 280681

Please treat as Gift Aid donations all qualifying gifts of money made in the past four years and in the future.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give on or after April 6 2009.

To work out if you've paid enough tax to cover your donations, divide the donation value by four. E.g. if you give £100 in a particular tax year you will need to have paid £25 tax over that period ($£100 \div 4 = £25$)

Date **Signature.....**

Please notify the charity or CASC 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 return this form to: Fundraising Administration, FREEPOST RTKE-ESRG-CABY St Luke's Hospice Plymouth, Stamford Road, Plymouth PL9 9XA. (We will pay the postage).

Here to help: If you would like more information or need to let us know a change of address please don't hesitate to give us a call on 01752 492626, Monday to Friday 9am – 5pm (answer machine out of hours) or e-mail supporters@stlukes-hospice.org.uk.

OUR COMMITMENT TO YOU

Your support is very important to us and as part of our commitment to you we are constantly considering how best to meet your needs. To ensure that we achieve the highest standards in donor care we would like to make this pledge to you:

- All your gifts will be handled responsibly and to best support the work of St Luke's providing care for terminally ill people and their families across Plymouth, South West Devon and East Cornwall.
- Your letters and calls are very important to us. We promise to respond to all your correspondence as soon as we can.
- We will always respect your wishes relating to the use of personal data and will comply with the Data Protection Act. If you have any concerns please contact our Fundraising Administration Team on 01752 492626.
- Rest assured that we never share your information with a third party.

As a member of the Fundraising Standards Board we are committed to raising funds in accordance with strict guidelines.

Thank you for making a difference.