

**IF YOU HAVE DONATED ON-LINE VIA VIRGINMONEYGIVING.COM IT IS NOT NECESSARY TO COMPLETE THIS FORM**

**GIFT AID DECLARATION**

In order for the College to reclaim tax you must pay an amount of income tax and/or capital gains at least equal to the tax that the College reclaims on your donation in the tax year. If you pay tax at the higher rate you can claim further tax relief on your self assessment tax return. The College can only claim at the basic rate.

Please complete in **BLOCK CAPITALS**

<b>Charity Name:</b>	<b>HILLS ROAD SIXTH FORM COLLEGE</b>
<b>CAF Unique Reference Number:</b>	<b>FS 1266</b>

<b>Details of donor:</b>		
<b>Title</b>	<b>Forename(s)</b>	<b>Surname</b>
<b>Address</b>		
<b>Postcode</b>		

<b>I want the charity to treat:</b>
<ul style="list-style-type: none"> <li>• the enclosed donation of £</li> <li>• the donation(s) of £                      which I made on        /        /</li> <li>• all donations I have made from 6/4/2000 and all donations I make from the date of this declaration until I notify you otherwise</li> </ul>
• <i>delete as appropriate</i>
<b>as a Gift Aid donation.</b>

<b>Signature</b> ..... <b>Date</b> /        /
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If your declaration covers donations you may make in the future please notify Hills Road Sixth Form College if:

- you change your name or address while the declaration is still in force
- your circumstances change i.e. you no longer pay tax on your income or capital gains tax equal to the tax that the charity reclaims

Thank you for your generosity!