



The Retreat House

Pleshey

GIFT AID DECLARATION *Giving increased from taxation*

Name of Charity: **Chelmsford Diocesan House of Retreat**
The Street, Pleshey, Chelmsford, Essex, CM3 1HA. Tel: 01245 237251

Details of Donor:

Title Forename(s) Surname

Address

.....

..... Post Code

I want the Charity to treat as Gift Aid donations ...

- * the enclosed donation of £
- * the donation(s) of £ which I made on / /
- * all donations I make from the date of this declaration until I notify you otherwise
- * all donations I have made since the preceding 6 April, and all donations I make from the date of this declaration until I notify you otherwise

** delete as appropriate*

I confirm that 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 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 and that the charity will reclaim 25p on every £1 donated.

Signature:

Date / /

Notes:

1. You may cancel this declaration at any time by notifying the Charity.
2. If in the future your circumstances change and you no longer pay sufficient tax you can cancel your declaration – see note 1.
3. If you pay tax at the higher rate you can reclaim further tax relief by asking HMRC to adjust your tax code or include all details in your Self Assessment tax return. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the Charity.
4. Please notify the Charity if you change your name or address.