

## Gift Aid Declaration

### Staffordshire University

#### Please treat

- The enclosed gift of £\_\_\_\_\_ as a Gift Aid donation; OR
- All gifts of money that I make today and in the future as Gift Aid donations;
- ✓ Please tick the appropriate box

*Cheques should be made payable to Staffordshire University*

***You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that Staffordshire University will reclaim on your gifts for that tax year.***

#### Donor's details

Title \_\_\_\_\_ Initial(s) \_\_\_\_\_ Surname \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

#### Please notify Staffordshire University if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

#### Tax claimed by Staffordshire University

Staffordshire University will reclaim 25p of tax on every £1 you give after 6 April 2008.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self-Assessment tax return if you wish to receive the additional tax relief due to you.

See: [www.hmrc.gov.uk/charities](http://www.hmrc.gov.uk/charities) for further information

#### Please return completed forms to:

Staffordshire University, Financial Services, Beaconside, Stafford ST18 0AD