



The St Paul's Church Guide to Gift-Aid Donations

What is Gift-Aid?

Gift-Aid is the current arrangement that allows churches and charities to claim back from the Inland Revenue the tax paid by donors on their charitable contributions.

By using the Gift-Aid scheme St Paul's Church can increase the value of any donation you make by more than a quarter.

How do I make contributions using Gift-Aid?

It could not be simpler! All you have to do is sign a declaration that you would like your regular or occasional donations to St Paul's Church to be covered by the scheme.

Is that all? Do I really not have to do anything else?

Not really. To be eligible to give under the Gift-Aid scheme you must be a UK tax-payer. Each year you must also have paid tax to the Inland Revenue equal to the value of the sum that St Paul's will reclaim from your contributions.

The Income Tax, Capital Gains and even the tax deducted from the interest you have earned on your savings all qualify for this, and can be reclaimed by St Paul's Church.

How will St Paul's Church know how much to claim back?

The church will need to keep records of your donations. For "one-off" or occasional donations for specific purposes this is relatively easy.

However, if you wish your regular contributions to the collections to qualify under Gift-Aid, the church will need to keep records of these.

To make this easy we will provide you with small, individually numbered and dated envelopes for you to put your donations in. These can then be placed in the collection bowls at services as normal.

All records retained by St Paul's will be kept in the **strictest confidence** - they are only necessary for the Inland Revenue for their audit purposes.

Do I have to complete any other paperwork to allow the tax I have paid to be reclaimed by the church?

No. St Paul's Church will undertake all the necessary paperwork on your behalf for as long as you wish to continue using the scheme.

What happens if my circumstances change and I no longer pay so much tax?

The scheme is extremely flexible. If your circumstances change and you no longer pay so much tax, you can modify your declaration to account for this.

Should you no longer pay any tax then your contributions would

not be eligible for Gift-Aid status. You can withdraw from the scheme at any time by notifying the church.

How do I sign up for Gift-Aid?

Please ask the Gift-Aid Officer, the Rector, the Treasurer or one of the church-wardens for one of the simple declaration forms to fill in.

Once you have completed this, we will give you a copy for your own records, and will also give you the small envelopes for use in the collections.

If I already donate to St Paul's using envelopes or by Deed of Covenant or Bankers Order do I need to do anything?

If you pay by Deed of Covenant then please continue to contribute as you have done in the past. If you wish to continue giving to St Paul's Church when the term of the covenant ends, you should then sign a Gift-Aid declaration. You will still be able to give your gift by Bankers Order.

If you already give to St Paul's Church by Bankers Order or by using the regular envelopes it would help us if you would sign one of our new Gift-Aid forms if your payments qualify.

In this way we can be sure our current records are complete for the Gift-Aid scheme.

If you have any other questions about the scheme please do not hesitate to ask.

Also, if you are planning to raise money for St Paul's Church by undertaking some sponsored activity then ask us how your sponsor money can be made eligible for Gift-Aid.

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