



THE DIOCESE OF ARUNDEL & BRIGHTON

WELCOME LETTER FOR DONORS JOINING THE GIFT AID SCHEME

Gift Aid is a Government scheme which allows your Parish to claim back the tax paid on donations. Donors complete a very simple Declaration allowing this claim. This is possible because parishes are part of the Arundel and Brighton Diocesan Trust, which is a registered charity (number 252878).

To join the scheme you must be a UK taxpayer and pay an amount of income or capital gains tax at least equal to the tax reclaimed by all charities including the Diocese. For example, if during a tax year you gave £100 you should have paid at least £25 in tax – which is the amount that will be reclaimed in Gift Aid. If you have paid less tax than the amount of Gift Aid claimed on all your donations, it is your responsibility to repay any difference to Her Majesty's Revenue and Customs.

Your Gift Aid Declaration will allow us to recover Gift Aid on all of your parish giving such as Offertory and collections which are internal to the Parish or Diocese such as for the Lourdes Pilgrimage, the Retired Priests fund, Cathedral Maintenance, Diocesan Missionary Endeavour and the Education of Future Priests. Christmas and Easter collections for the Support of the Clergy are covered and second collections for parish purposes such as the roof fund. We cannot recover Gift Aid on any collections for separate charities (such as CAFOD or Missio), so your Gift Aid Declaration does not apply to any donations you make at church for these.

The best way of donating to your parish is by Standing Order, using your Gift Aid Declaration number as a reference. You can also use envelopes to identify your offering – your Parish Gift Aid Organiser can provide a box of numbered envelopes for each tax year so that your giving remains confidential but can be matched to you and recorded on the Gift Aid system.

The Gift Aid Declaration is valid for four years prior to the year in which it is completed and runs for your lifetime or until you cancel it. You only need to complete one Gift Aid Declaration and this will apply to all donations to any Parish. If you move to a new Parish simply inform their Gift Aid Organiser that you have already completed a Gift Aid Declaration and they will arrange to add you to their returns. Please inform your Gift Aid Organiser if you cease to pay tax.

Your Parish has a wonderful opportunity to boost its income through Gift Aid. Please complete the Gift Aid Declaration and return it to your Parish Gift Aid Organiser.

Your Parish is most grateful to you for your generosity and commitment. Thank you.

Sarah Kilmartin
Chief Operating Officer



GIFT AID DECLARATION

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CODE Declaration No. (Parish Use)

Please read the reverse of this document before completing this Declaration

Name (BLOCK CAPITALS) *Please complete in ink*

I			
	Title	Christian Names	Surname

Home Address (BLOCK CAPITALS)

of

Post Code

wish to Gift Aid the donations I will make in the future or have made in the past 4 years to the Roman Catholic Diocese of Arundel and Brighton. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in the relevant tax year it is my responsibility to pay any difference. I confirm that I have read and understood the notes overleaf.

Preferred Method of Donation

Bankers Order Envelope System Both

	/ /
Signature	Date of Declaration

Parish Use Only: Envelope Box Number

KEEPING IN TOUCH

We would like to send you news about the work of your Parish, Deanery and the Diocese of Arundel & Brighton. If you would like to receive this information, please tick the box, and complete your details below selecting your preferred method of contact:

Post Phone/Mobile: Email:

We would also like to contact you occasionally with opportunities to support future appeals within the Diocese. If you would like to receive these communications, please tick the box and complete your details below selecting your preferred method of contact:

Post Phone/Mobile: Email:

IMPORTANT: If you cease paying tax or wish to cancel this declaration at any time, please notify your Gift Aid Organiser. The Diocese will not reclaim tax on donations made after the date of notification.

Donations can be made by envelopes (cash or cheque payable to the parish), by standing order or both methods. Please note that standing order is the preferred method for security reasons.

GENERAL DATA PROTECTION REGULATION (GDPR) – DPA 2018

Protecting your Privacy

This parish is part of the Diocese of Arundel & Brighton and a record of your personal information and donations will be held by the Diocese and stored securely on the Diocese's Gift Aid database.

We comply with data protection and marketing legislation and the Fundraising Regulator's Code of Practice. We do not transfer your data to third parties to use for their own marketing or fundraising purposes.

We (your parish office and the Diocese) will use your details to administer your gifts. This may include sharing your information with external organisations working on our behalf such as IT support companies, or when required by law (e.g. to claim Gift Aid).

Many thanks for your continued support. You can read our full Privacy Notice at <https://www.abdiocese.org.uk>

The Notice also contains details on how to opt-out of further communications from the Diocese or if you change your mind, at a later date, how to update your preferences.

If you decide to make your donations by standing order your Gift Aid Organiser will provide the form/information necessary to set up these transactions. If you wish to make your donations by numbered weekly envelopes your Gift Aid Organiser will provide these in due course.

**PLEASE RETURN THE COMPLETED FORM TO YOUR PARISH GIFT AID ORGANISER
THANK YOU FOR JOINING THE GIFT AID SCHEME**