

**GIFT AID FORM****University of Buckingham (Registered Charity No. 1141691)****Donor Information**

Title:

Forename(s):

Surname:

Address:

Postcode:

Email:

Telephone:

- Please treat the donation of £ \_\_\_\_\_ which I made on \_\_\_\_\_ as a Gift Aid donation.
- Please treat all donations I make from the date of this declaration as Gift Aid donations until I notify you otherwise.

Signature

Date

*Under the Gift Aid scheme, the University of Buckingham is able to claim back the basic rate of tax you have already paid on your money (25p in every £), thereby increasing the value of your gift to the University at no extra cost to you. If you are a UK taxpayer and you wish to use this method to maximise your gift please complete and return this Gift Aid declaration to the University of Buckingham. Thank you*

**Notes regarding Gift Aid**

1. In order to be eligible, you must pay an amount of income tax and/or capital gains tax (VAT and Council Tax do not qualify) at least equal to the tax that the charity and Community Amateur Sports Club reclaims on your donations in the tax year (6 April – 5 April).
2. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code
3. You can cancel this declaration at any time by notifying the Fundraising team.
4. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, please notify the Fundraising team and we will cancel your declaration.
5. Please notify the Fundraising team if you change your name and/or your address.
6. You must be a UK taxpayer to participate in Gift Aid.
7. For more information online, visit <http://www.hmrc.gov.uk/charities/gift-aid.htm> or contact the Fundraising team at the University of Buckingham.

**PLEASE RETURN TO:**

The University of Buckingham / Fundraising & Alumni Relations office  
Buckingham MK18 1EG  
United Kingdom  
+44 (0)1280 820162 | Extension: 2162 / [fundraising@buckingham.ac.uk](mailto:fundraising@buckingham.ac.uk)