

# Gift Aid Declaration

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

**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:

Development and Alumni Relations Office, Staffordshire University, Stoke-on-Trent, ST4 2DE

