School Fund Donation form

Gift Aid declaration

I want The STAGS PTA – Friends of STAGS to treat all donations I make from the date of this declaration until further notice as Gift Aid donations.

I understand and agree to the information on this form being held by The STAGS PTA – Friends of STAGS - solely for processing and maintaining my Gift Aid contribution. I understand that I may be contacted via email to receive PTA newsletters and information about fund raising events.

|  |  |
| --- | --- |
| *Full name:* |  |
| *Address:* |  |
| *Postcode:* |  |
| *Signed:* |  |
| *Date:* |  |
| *Email:* |  |
| *Telephone:* |  |

Notes

1. *You can cancel this declaration at any time by notifying The STAGS PTA – Friends of STAGS*
2. *You must pay an amount of UK income tax and/or capital gains tax for each tax year (6 April to 5 April) at least equal to the tax that The STAGS PTA – Friends of STAGS reclaims on your donations (currently 25p for each £1 that you give)*
3. *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 STAGS PTA – Friends of STAGS reclaims, you can cancel your declaration (see Note 1)*
4. *If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return*
5. *If you are unsure whether your donations qualify for Gift Aid tax relief, ask The STAGS PTA – Friends of STAGS. Or ask your local tax office for leaflet IR113 Gift Aid*
6. *Please notify The STAGS PTA – Friends of STAGS if you change your name, address or email address.*

STAGS PTA are compliant with Article 5 of the GDPR:

* The PTA Gift Aid Team will retain only this half of the form in a paper filing system.
* The purpose of holding this data is as a legal requirement for HM Revenue and Customs.
* This form will not be shared outside of PTA Gift Aid Team or used for any other purpose.
* It is a legal requirement that we hold this information for six years after which it will be carefully shredded by the PTA Gift Aid Team.

Standing Order Instruction

|  |  |
| --- | --- |
| *To: Bank* | |
| *Address:* |  |
| *Postcode:* |  |

*STAGS PTA is happy to arrange the Standing Order on your behalf. If you would prefer to set up your own Standing Order please leave the box below empty.*

|  |  |  |
| --- | --- | --- |
| **ACCOUNT TO BE DEBITED** | | **BENEFICIARY DETAILS** |
| *Sort code:* | / / | The STAGS PTA – Friends of STAGS  Barclays Bank Plc, Harpenden Branch  Sort code: 20 74 09  Account No: 20801542  PLEASE QUOTE OUR REFERENCE:  GA \_\_\_\_\_\_\_\_\_\_ |
| *Account No:* |  |
| *Account name:* |  |

|  |  |
| --- | --- |
| **PAYMENT DETAILS** | |
| *Amount of each payment (please circle):* | £5 £10 £20 Other £………….. |
| *Amount in words:* |  |
| *Date of first payment:* |  |
| *Frequency of regular payments (please circle):* | Per Month Per Year Once Only |

Please make the payments specified above until you receive further notice in writing from me/us

|  |  |
| --- | --- |
| *Signed:* |  |
| *Date:* |  |

The STAGS PTA – Friends of STAGS is a registered charity number 278576

**Gift Aid donations may also be made by grandparents and other relatives, please feel free to make additional copies of this form for any additional donors.**

PLEASE RETURN TO:   
The STAGS PTA – Friends of STAGS, c/o ST ALBANS GIRLS’ SCHOOL,   
SANDRIDGEBURY LANE, ST ALBANS, HERTFORDSHIRE AL3 6DB