

Dear Parents/Carers and Friends of STAGS

At STAGS, we have always been extremely fortunate to have a very active PTA – the Friends of STAGS – which has raised many thousands of pounds over the years to support the school in providing enrichment for all pupils' education. For example, the Friends have funded the refurbishment of the Food Tech rooms and the provision of a dedicated Dance Studio.

Having a regular and reliable income from the PTA is vital in helping the school with planning and budgeting, and so to support this, the STAGS School Fund was set up in 1986. Since then many hundreds of families have set up a regular donation by standing order, and also signed a Gift Aid declaration. Gift Aid declarations enable the Friends of STAGS to reclaim tax paid by the donor from HMRC, increasing the value of the donation by 25% without costing the donor anything extra.

Both the school and the Friends of STAGS would be extremely grateful for your ongoing support by making a regular donation to the STAGS School Fund.

**To become a regular donor, please complete this form and email it (scan or photo is fine) to: [stagspta@gmail.com](mailto:stagspta@gmail.com). You will be sent the School Fund Bank Account details and the Reference you should use for your payment, and then you can set up the standing order from your bank account via your online or phone banking, or by visiting your bank branch. If you need help setting up a standing order, please mention this when emailing your form.**

## Charity Gift Aid Declaration – multiple donations

I want to Gift Aid my donation of:

£\_\_\_\_\_ (insert amount) per \_\_\_\_\_ (insert frequency, eg month)

and any donations I make in the future or have made in the past 4 years to the Friends of STAGS.

Today's Date: \_\_\_\_\_

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 that tax year it is my responsibility to pay any difference.

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Email address: \_\_\_\_\_

Postcode: \_\_\_\_\_ House Number/Name: \_\_\_\_\_

Please notify the Friends of STAGS if you: want to cancel this declaration, change your name or home address, no longer pay sufficient tax on your income and/or capital gains. 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.

Please email your completed form to: [stagspta@gmail.com](mailto:stagspta@gmail.com) and you will be contacted within 7 days.

STAGS PTA is compliant with Article 5 of GDPR:

The PTA will retain this form in an electronic and paper filing system, in order to comply with the legal requirements of the HMRC Gift Aid Scheme. The form will not be shared outside of the STAGS PTA Gift Aid team or used for any other purpose. The information will be retained for 6 years in accordance with legal requirements and then shredded with care by the PTA Gift Aid team.