

University College London Hospitals Charities

Charity Registration No 229771

Gift Aid Declaration

Donor Details	Contact:
Title _____ Forename _____	The Trustees Department
Surname _____	1st Floor
Address _____	Maple House
_____	149 Tottenham Court Road
_____	London W1P 9LL
_____	Tel: 0207 380 9622
	Fax: 0207 380 9544

Declaration

I declare that the above charity must treat as a Gift Aid donation:

- * the enclosed donation of £.....
- * the donation(s) of £..... which I made on/...../.....

* **complete as appropriate**

and I also declare the charity must treat as a Gift Aid donation:

- * all donations I make from the date of this declaration until I notify you otherwise
- * all donations I have made since 1 Jan 2006 and all donations I make hereafter until I notify you otherwise

* **delete as appropriate**

Signed _____ Date _____

Important: Please read the following before signing declaration.

1. You can cancel this declaration at any time by notifying us at the above address.
2. To enable us to reclaim tax on your donations, you must be paying income tax or capital gains tax equal to the sum(s) to be reclaimed by the charity. By completing this form and returning it to us, we can claim the tax back on your donation, giving the Charity an extra 28p for every £1 you donate.
3. If in future your circumstances change and you no longer pay tax on your income equal to the tax that we reclaim, you must cancel your declaration (see note one).
4. If you pay tax at the higher rate you are entitled to 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 your local tax office for leaflet IR113 Gift Aid, or contact us at the above number.
6. Please notify the charity if you change your name or address.

To be completed by the Charity	
Fund Reference _____	Fund Name _____
Cash Receipt Reference _____	Processed by _____
File Reference _____	Date _____