



Understanding Gift Aid

- £ There is no minimum amount for which we can reclaim tax. Tax can now be reclaimed on any amount no matter how small or large.
- £ All Income Tax or Capital Gains Tax payers, who would like to increase their gift by 25p in every £ they give, **must** complete and return a **Gift Aid Form**. This gives the minimum data required by HM Revenue & Customs in order for **ASCOT BAPTIST CHURCH** to reclaim tax.
- £ 'Giving' means all aspects of money donated to **ASCOT BAPTIST CHURCH** either by standing order or through the collection box by cash or cheque.
- £ If you wish to give by Cheque, then you need only complete the **Gift Aid Form** and do nothing else.
- £ If you wish to give by Standing Order, then you need to complete the **Gift Aid Form** and the **Bankers Order Form**, available at the back of the church, and pass them **both** to the Treasurer.
- £ If you wish to give Cash and would like **ASCOT BAPTIST CHURCH** to reclaim the tax on the amount, then you need to complete the **Gift Aid Form** and **Cash Donation Slips**. Pre-printed slips are available in the hanging files and a slip needs to be completed for **EACH CASH DONATION**. *We cannot reclaim the tax on any CASH donations which do not have an accompanying slip.*
- £ Donations are at all times confidential to the Treasurer at **ASCOT BAPTIST CHURCH** and HM Revenue & Customs. The forms are simply required in order for **ASCOT BAPTIST CHURCH** to increase your gift by reclaiming the tax. The relevant forms are also confidential and the data shared only with the HM Revenue & Customs to support the tax reclaims.
- £ If your circumstances should change and you are no longer an Income Tax or Capital Gains Tax payer for a year to the amount of the tax reclaimable, please notify the treasurer so that we can be sure we do not reclaim any tax that we are not entitled to.

Please do not hesitate to contact me if you need any further advice or clarification.

Gerry Brown
Treasurer.

Treasurer@ascotbaptistchurch.org