



Every Penny Helps: Individual Gift Aid Declaration

I, the undersigned, hereby instruct my employer (the “**Agent**”), to deduct the pence from my net pay and to pay it to Charitable Giving (the “**Agency**”) who in their capacity as a charity will act on my behalf to recover through Gift Aid the Income Tax paid on such present and future donations and to credit it, with my donations, to a designated Corporate Options Account for the **Every Penny Helps** scheme held by the **Agency** on behalf of the **Agent** and to distribute the funds held therein periodically to charities nominated and as instructed by the **Agent**, confirm that, during each tax year (6 April to 5 April), will have paid an amount of Income Tax and/or Capital Gains Tax at least equal to the tax the **Agency**, all charities, and Community Amateur Sports Clubs will reclaim on my donations for that tax year, and understand that this instruction may be cancelled at any time by informing the **Agent’s** payroll office.

Initials*:	<input type="text"/>	Forenames:	<input type="text"/>	Last Name*:	<input type="text"/>
Employer*:	<input type="text"/>			Payroll/Staff No:	<input type="text"/>
House Name/Number*:	<input type="text"/>				
Address:	<input type="text"/>				
Post Code*:	<input type="text"/>				

PLEASE NOTE:

All fields marked as required by an “*” must be completed and with the appropriate information, e.g. **Initials** with initials, **Post Code** with post code. Failure to do so will render an individual’s Declaration invalid and Gift Aid will not be claimed.

Signature:	<input type="text"/>	Date*:	<input type="text"/>
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On completion, please return to: **Charitable Giving, Union Mine Road, Pitts Cleave, Tavistock, PL19 0NS**

