



giftaid it

Name of Charity **Special Toys Educational Postal Service (Steps)** Reg. charity no. 1115505

Title Forename(s) Surname

Address

.....

..... Post Code

I want the charity to treat

- the enclosed donation of £ as a Gift Aid donation
- the donation(s) of £which I made on/...../..... as (a) Gift Aid donation(s)
- all donations that I make from the date of this declaration **until I notify you otherwise** as Gift Aid donations
- all donations I have made for the six years prior to this year, (but no earlier than 6/4/2000) and all donations I make from the date of this declaration **until I notify you otherwise**, as Gift Aid donations

delete as appropriate

Date:...../...../.....

Notes:

Gift Aid is one of the simplest and most effective ways of giving to charity. If you pay income tax and/or capital gains tax, it means for every **£1** you donate, we can get an **extra 28p** from the Inland Revenue by reclaiming Gift Aid tax relief on the donation.

You can cancel this Declaration at any time by notifying the charity. It is very important that you notify us if your circumstances change and you **no** longer pay tax on your income and/or capital gains tax equal to the tax that the charity reclaims. If you **do not** inform us of this change and we continue to reclaim this tax, you will be liable to repay it.

If you pay tax at the **higher rate** you can claim further tax relief by entering the donations in the gift aid box of your self-assessment tax form. If you receive a form P810 you can declare the donation on it. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity. Or, refer to help sheet IR65 on the HMRC web site. Please notify the charity if you change your name or address.

Send this completed form and donation to: The Gift Aid Secretary
Steps
Lower Ground Floor
11 Castle Road
Torquay TQ1 3BB
01803 294801
info@stepscharity.org
www.stepscharity.org

Telephone number
E-mail
Website

MANY THANKS!

