



## Gift Aid Declaration

By signing the below declaration Grove Cottage, The Home of Mencap in Bishop's Stortford, will be able to claim an additional 25p in tax for every £1 that you donate so that you can make your donation go further at no extra cost to you.

*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: \_\_\_\_\_

First line of home address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*I give Grove Cottage permission to claim Gift Aid on donations (please tick):*

- Made in the past 4 years*
- Made today*
- Made in the future*

Please notify Grove Cottage 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.