

From:

Date:

GIFT AID PAYMENTS

Please treat all donations I make to **The Stammer Trust** from 6 April 2002 until further notice as Gift Aid payments, and reclaim tax on them.

I understand that I must pay sufficient income or capital gains tax to cover the tax relief so claimed.

NOTE OF ORAL DECLARATION

Date written record sent:

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You have thirty days to cancel this declaration. Cancellation must be in writing.

Appropriate declarations may be made in writing, orally or by electronic means. The

following statements must be contained in any appropriate declaration:

Name and address of donor

Name of the charity

Description of the gift(s) to which the declaration applies

A statement that the gift(s) are to be treated as Gift Aid payments

For declarations in writing, a statement regarding the requirement to pay sufficient income or capital gains tax to cover the tax relief claimed

Where declarations are made orally, the charity must produce a written statement containing the above information and forward to the donor, stating the date on which the written record was sent and that the donor has 30 days from that date to cancel the declaration. The donor may cancel by giving notice in writing.

All declarations, cancellations etc must be retained. Any notice of change of name and / or address of the donor must be retained with the declaration.