



**HEXHAM AND NEWCASTLE
LOURDES HOSPITALITE**

Gift Aid form and instructions

Gift Aid Instructions

A gift aid declaration can be made by an individual who is aged 18 years or over who is a UK resident and pays tax on income and / or capital gains.

When completing the standing order mandate and gift aid declaration forms could you please ensure the following:

the signature on the standing order mandate and the signature on the gift aid form match - they must be the same in order for us to claim gift aid,
please avoid using dates between 1st and 6th of the month for the date of receipt of the Standing Order,

both parts of the form are completed in full,

the gift aid declaration is for one person, not a couple or family,

if you make a mistake when completing the form, please do not use tippex or correct the error and initial; a new form must be completed,

the entire form is returned to St. Robert of Newminster, Oldgate, Morpeth. NE61 1QF

The Treasurer will then inform your bank of the standing order details.

If you have any further questions, please don't hesitate to contact Fr. Peter Stott.

DIOCESE OF HEXHAM AND NEWCASTLE Charity Number 1143450

To: The Manager

Bank Name: Sort Code

Bank Address:

Account Name: Account No:

Home address:

.....Post

Code.....

Please pay DH & N Lourdes Hospitalite account HSBC Bank, City Branch, Newcastle.

Sort Code: 40-34-18 Account No: 62411857

Amount in words.....

On (dd-mm-yyyy) and each year thereafter. (Please avoid dates between 1st and 6th of the month for receipt of standing order.)

Signature: Date:

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Office Use Only (GAD No.)

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Env./Sto. No.

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Diocese of Hexham and Newcastle

Charity Number : 1143450/X53503

Gift Aid Declaration - Multiple Donations

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current year.

Your address is needed to identify you as a current UK taxpayer.

Title	First Name(s)	Surname
(Block capitals please)	of	
(Home Address)		
Post Code		

In order to Gift Aid your donations, you must tick the box below:

I want the Diocese of Hexham and Newcastle to treat all donations I have made since 1st April 2016 and all donations I make hereafter as Gift Aid donations and reclaim tax accordingly.

This certificate will be used to complete HMRC returns. It will be held by the Diocese to provide information for statutory/audit purposes and to keep you informed.

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.

Signature of Donor

Date of Declaration

Please notify the Diocese 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

Name of Parish/Town

Lourdes Hospitalite