



Parent Teacher  
Association

## Charity Gift Aid Declaration

**Name of Charity: Telford Infant School PTA**

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

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current taxpayer.

**In order to Gift Aid all of your donations made to Telford Infant School PTA, please tick the box below:**

All gifts of money that I have made in the past four years and all future gifts of money made from the date of this declaration as Gift Aid donations.

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 my donations in that tax year it is my responsibility to pay any difference.

### My Details

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_ Surname \_\_\_\_\_

Home Address

\_\_\_\_\_

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

Please notify Telford Infant School PTA if you:

1. Want to cancel this declaration
2. Change your name or home address
3. 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.

The personal data provided is used only for the purposes of claiming gift aid. The data is stored in a locked cabinet on school grounds. Only the treasurer or chairperson of the PTA will access this information. Once it is used it will be kept for a period of six years after the end of the tax year that the claim relates to in case of an audit by HM Revenue and Customs. This data will not be used for any other purpose and will be shredded at the end of the six years.

Telford Infant School PTA, Telford Infant School, Kelvin Road, Leamington Spa, CV32 7TE.

Registered Charity number: 1071470

pta.telfordinfants@gmail.com