Giving through a meeting

Please complete parts 1 and 2, then parts 3, 4 and the Gift Aid declaration as relevant. Then return the entire form and any cheques to your local or area meeting treasurer or collector. *Please note that they will keep a record of the information you give on this form so that they can process your donation and claim gift aid where relevant.*

Part 1: Your details

Name

Address

Postcode

Email

Today's date D D M M Y Y

Part 2: Allocation If you want your donation allocated in a particular way, please indicate below.

	Amount (£)
1 – Local meeting	
2 – Area meeting	
3 – Britain Yearly Meeting	
Total	

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Using Gift Aid means that for every £1 a UK taxpayer gives, your meeting receives an extra 25p from HM Revenue and Customs. Please complete the Gift Aid declaration form (overleaf) to Gift Aid your donation.

Part 3: One-off donation Indicate amount and how you are paying:

Amount (£)

❑ Cheque (ask your treasurer who to make this out to)

❑ Bank transfer (ask your treasurer for details)

Part 4: Standing order Please complete all parts of the standing order mandate below and return the entire form to your treasurer or collector.

Name

Address

Postcode

The **name** and **address** of your bank or building society

Postcode

Account number Sort code

Please pay the sum of (in words) £

Every *month* ☐ *quarter* ☐ *year* ☐ *(tick as appropriate)* from D D M M Y Y until further notice.

Signature

Date D D M M Y Y

Meeting bank or building society name and branch

Meeting account name

Account number Sort code

Gift Aid declaration

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

In order to Gift Aid your donation you must tick the relevant box(es) below:

☐ I want to Gift Aid my donation of £_____ made today, and any donations:

☐ I make in the future ☐ I have made in the past 4 years to:

Local or area meeting: _____

(Please check with your treasurer the correct name of the meeting that will claim Gift Aid.)

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.

My details: *(if you do not wish to specify a title you may put 'MX')*

Title		First name	
Surname			
Full home address			
		Postcode	
Signature		Today's date	D D M M Y Y

Note to treasurer: if the declaration is cancelled, cross through this form and keep on file.

Gift Aid notes

Please notify your local/area meeting treasurer 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.

Contribution receipts and other information

☐ Send me a receipt by email (*Please ensure that you have given your email address in Part 1, overleaf*)

☐ Send me a receipt by post ☐ I do not require a receipt

Visit www.quaker.org.uk/our-work for more information about the work undertaken by Britain Yearly Meeting on behalf of Quakers in Britain.

After taking care of family and friends, please consider leaving a gift in your will to help sustain Quaker work for future generations. For more information visit www.quaker.org.uk/legacy, email legacy@quaker.org.uk or phone 020 7663 1117.