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For Diocesan Finance Office Use

# 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 box below:

I want to Gift Aid any donations I make in the future or have made since 6<sup>th</sup> April 20\_\_\* to:  
(\* Enter tax year from which you wish the reclaim to apply - up to 4 years back).

RC Diocese of Paisley  
**St. Patrick's, Greenock**  
Scottish Charity Number SC013514

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:

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

Home address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_

If you would like to pay by Standing Order, tick this box

Please notify the charity 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.*

Please return your completed form to:

**Right Rev. Mgr. Gerard Gallagher**  
**St. Patrick's**  
**5 Orangefield Place**  
**Greenock, PA15 1YX**  
**Tel. 01475 720223**



Diocese of Paisley

## **Privacy Notice for Gift Aid Forms**

### **Protecting your Privacy**

This parish is part of the Diocese of Paisley and a record of your personal information and donations will be held by the Diocese and stored securely on the Diocese's database.

We comply with data protection and marketing legislation and the Fundraising Regulator's Code of Practice. We do not transfer your data to third parties to use for their own marketing or fundraising purposes.

We (your parish office and the Diocese) will use your details to administer your gifts. This may include sharing your information with HMRC in order to claim Gift Aid. We may occasionally ask the Gift Aid software company to access our data where there is a software problem, but the company does not retain any of our data. Organisations working on our behalf such as IT support companies protect and backup our data, but do not access it.

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We would also occasionally like to send you news by post/email/text about the work of the Diocese and give you the opportunity to support future appeals. If you would like to receive this information, please tick the box and complete your details below.

**I would like to receive news about the work of the Diocese and future appeals**

I would like to be contacted by:

Post Address: .....

Phone Number: .....

Email Address: .....

Many thanks for your continued support. You can read our full Privacy Notice at the Diocese of Paisley's website. The Notice also contains details on how to opt-out of further communications from the Diocese, if you change your mind later and how to update your preferences. You will also be able to opt out via the unsubscribe options included on each email or text message.

Scottish Charity No. SC013514

Tel. 0141 847 6131

[finance.diocese@rcdop.org.uk](mailto:finance.diocese@rcdop.org.uk)