Friends of Dundee City Archives (Scottish Charity Number: SC006813) Gift Aid Declaration Form

Gift Aid Declaration - Non Members

Donor's Title (Mr/Mrs/Miss/Ms/Dr/Prof):	
Donor's Full Name (in CAPITALS):	
Donor's Address (in CAPITALS):	
Postcode:	
Please tick (\checkmark) or cross (x) the box on the right of the statement below to indicate consent is given. Please leave blank (or fully obscure any tick, cross or other mark written in error) to withhold consent.	
"I want the FDCA to treat all donations I have made since 6th April 2000 and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid Donations"	
"I have read and understood the FDCA Privacy Policy [http://www.fdca.org.uk/Privacy Policy.html] and freely and positively consent to the FDCA storing and using the personal information I have supplied on this form for the purposes of maintaining accurate financial records"	
Please note that only members individuals who give this consent will be eligible to make gift aid donations	
"I freely and positively consent to the FDCA sharing the personal information I have supplied on this form with HMRC as part of the Gift Aid claim process"	
Please note that only members individuals who give this consent will be eligible to make gift aid donations	
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Signature of Donor:	
Date of Signing:	
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Notes:

- 1. You can cancel this Declaration at any time by notifying the FDCA.
- 2. You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the society reclaims on your donations in the tax year (currently 28p for each £1 that you give).
- 3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the Society reclaims, you should cancel your declaration. (See Note 1 above)
- 4. If you pay tax at the higher rate, you can claim further tax relief in your Self-Assessment tax return.
- 5. Please notify the FDCA if you change your name and address.