

GIFT AID DECLARATION - standard form

Name of charity: **MEDICAL SERVICE MINISTRIES** **Charity No. 234037**

Donor details:

(MSM use only) Number in Register:

(MSM use only) Earlier No: /

Title: Forenames: Surname:

Address:

Postcode:

It is my desire to make a Gift Aid donation for your **general purposes* or for the award of **training grants*. This is **enclosed* or **will follow shortly* by **cheque, standing order, bank giro credit* amounting to £ (***Please delete as appropriate**).

Please treat my future donations as Gift Aided until I notify you to the contrary.

Your signature:Date:

Please print off two copies of this form in order that you may keep one copy with your private financial papers.

Notes:

1. You may cancel this declaration at any time. Cancellation will be effective from the date of such cancellation. Oral declarations cancelled within the first 30 days must be treated as non-existent.
2. MSM will notify benefactors in writing of receipt of your first instruction to accept a donation under GIFT AID regulations. If this fails to reflect your wishes, kindly advise us immediately.
3. In every case, the description of the donation covered by a GIFT AID DECLARATION must be clearly shown and, if varied, a replacement declaration provided. Gifts may be by cheque, by standing orders, or in the form of share or stock certificates. This form is not appropriate for bequests.
4. Remember to notify us if in any year you no longer pay an amount of income tax and/or capital gains tax equal to the tax we and any other charities reclaim on your donations (currently 20p for every £1 you give). If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, please ask us, or you can ask your local tax office for leaflet IR113 Gift Aid.

Donors willing to sign the above declaration may do so:

- in advance of their donation, at the time of their donation, or at any time after their donation (subject to the normal time limit within which the charity can reclaim tax - normally around six years).
- to cover a single donation or any number of donations.
- in writing (e.g. by post, by fax or email) or orally (e.g. over the phone).

The charity will give donors making oral declarations a written record, similar to the above, showing the date of the oral declaration and the date of issue of the charity's acknowledgement.

*All communications concerning Gift Aid donations should be addressed to: **The Secretary, MSM, PO Box 13, Newton Abbot, Devon, TQ13 8WZ** ~ Email: resources.msm@btopenworld.com ~ Tel: **01647 440113***