

Please return to: Shiplake College  
Henley-on-Thames  
Oxon RG9 4BW

## Gift Aid Declaration

**Name of Charity** SHIPLAKE COURT LIMITED

### Details of donor

**Title**.....**Forename(s)**.....**Surname**.....

**Address**.....

.....

.....**Post Code**.....

### I want the charity to treat

- \*the enclosed donation of £..... as a Gift Aid donation
- \*the donation(s) of £..... which I made on.../.../..... as (a) Gift Aid donation(s)
- \*all donations that I make from the date of this declaration until I notify you otherwise as Gift Aid donations
- \*all donations I have made for the six years prior to this year **and** all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid donations.

*\*delete as appropriate*

**You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year (currently 28p for each £1 you give).**

Date...../...../.....

### NOTES

1. You can cancel this declaration at any time by notifying the School.
2. 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 charity reclaims, you can cancel your declaration.
3. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, please contact the School. Or, refer to help sheet IR65 on the HMRC web site. ([www.hmrc.gov.uk](http://www.hmrc.gov.uk))
5. Please notify the School if you change your name or address.