



# DONATION & GIFT AID DECLARATION



If you like would to make a donation to Family Matters to help us continue our work you can make donations direct to Family Matters by sending a **cheque made payable to Family Matters** to:-

Family Matters  
13 Wrotham Road  
Gravesend  
Kent DA11 0PA

I would like to make a donation and enclose a cheque for £.....

### Gift Aid Declaration

If you are a UK Tax Payer Family Matters can claim Gift Aid at an additional value of 25p for every £1 of your donation. If you would like Family Matters to claim Gift Aid on your donation please complete the below:-

**I confirm that I am an income tax payer and wish my donation to be treated as a Gift Aid Donation.**

Title: (e.g. Mr/Mrs/Miss)	Full Name:
Address:	
Post Code:	

### Information for Gift Aid Declarations:-

1. 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 donation in the tax year (currently 25p for every £1 you give).
2. You can cancel this declaration at any time by notifying us at the above address
3. If, in the future your circumstances change and you no longer pay tax on your income or Capital Gains equal to the tax that the charity reclaims, you should cancel your declaration.
4. 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, ask your local Tax Office for leaflet IR65
6. Please notify us if you change your address.

### Credit/Debit Card Donations/Give As You Earn

If you would like to make your donation by debit or credit card or make regular donations, please visit our website at <http://www.familymattersuk.org/donations>. Family Matters website donations are managed by the Charities Aid Foundation CAF who is also an authorised agency for Payroll Giving. For online donations you will receive an automated acknowledgement of receipt from CAF confirming the details of your payment. Should you use this method of payment your Gift Aid declaration details will be processed in accordance to HMRC requirements by CAF (this takes approximately 4 – 6 weeks).

**Once all the required CAF processes are complete Family Matters will receive notification of your donation and your contact details, a personalised letter of thanks from Family Matters will be sent to you.**

