

## Suffolk Naturalists' Society (SNS)

Charity number: 206084

## Suffolk Bird Group (SBG)

Charity number: 801446

### GIFT AID

#### What is Gift Aid?

Gift Aid is one of the simplest and most effective ways of giving a little extra to charity, at no cost to you, by increasing the value of your donations / subscriptions. A charity can reclaim from HMRC 25p of tax on every £1 you give from now on - and for up to 4 previous tax years.

#### How does it work?

The Gift Aid facility is easy to use. It can apply to donations and subscriptions of any amount, large or small – by cash, cheque, direct debit, debit card, credit card, *PayPal* or bank transfer. In addition, one single Gift Aid Declaration can apply to all donations you have made in the past four years and to all future donations you make until you notify us otherwise. If you have not filled in a Declaration Form before, please will you consider doing so now **OR** please refresh your Declaration as a one-off using this new format.

#### How do I make a Declaration?

If you are a UK taxpayer, please complete the Form on the right.

If you are not a UK taxpayer, please still complete the form and tick the appropriate box so we know not to ask you for Gift Aid in future.

#### Notes

1. To qualify for Gift Aid you must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount that either Suffolk Naturalists' Society or Suffolk Bird Group (for single memberships) or both the above (for joint memberships) will reclaim on your gifts for that tax year.
2. As SBG membership is now administered by SNS, please tell Suffolk Naturalists' Society (only) if you change your name and address.
3. You can cancel your declaration at any time by notifying SNS in writing (by post or email). It will not apply to donations you make on or after the date of cancellation or such later date as you specify.

4. Remember to tell us if you no longer pay an amount of Income Tax and/or Capital Gains Tax equal to the tax we can reclaim on your donation or membership subscription.
5. If you pay tax at the higher rate you can claim further tax relief on your self-assessment tax form.

#### Also

6. If you donate or subscribe to just one organisation, either SNS or SBG, Gift Aid will be claimed for one or other as appropriate.
7. If you donate or subscribe to both SNS and SBG, Gift Aid will be claimed in direct proportion to the amounts given to each.

### GIFT AID DECLARATION FORM

Title Mr / Mrs / Ms / Dr / Other.....

First Name.....

Surname.....

Address.....

.....

.....

.....Postcode.....

**EITHER:** Please tick **ONE or BOTH** boxes:

I would like **Suffolk Naturalists' Society** to treat all donations/subscriptions I have made in the past four years and all future donations that I make from this date of this declaration as Gift Aid donations

I would like **Suffolk Bird Group** to treat all donations/subscriptions I have made in the past four years and all future donations that I make from this date of this declaration as Gift Aid donations

**OR:** Please tick this box:

I am not a UK taxpayer.

Signature.....Date.....

**Note to ALL - send this form with your Membership Application/Renewal form to:**

**Memberships, c/o SNS, The Museum,  
High Street, Ipswich, Suffolk IP1 3QH**