

## Payroll Giving Authorisation Form



Please complete this form in **BLOCK CAPITALS** and return to your HR/Payroll Department

Title ..... Surname ..... Forenames .....

Home address  
.....

..... Postcode .....

Contact telephone number .....

Email address  
.....

Employee/staff number ..... National Insurance number .....

Job title ..... Department .....

Employer's name and address  
.....  
.....

| Name and address (if known) of the charity(ies) you wish to support                        | How much do you wish to give? |
|--|-------------------------------|
| Bishop Simeon Trust. PO Box 4514,<br>DUNSTABLE, LU6 9QE.<br>Registered Charity No: 1016122 | £.....                        |
|  | £.....                        |
|  | £.....                        |

Per month/week or other (please specify)..... Are you an existing payroll giver? YES / NO

Signed ..... Date .....

|  |                          |
|--|--------------------------|
| Please tick here if you do not wish for your name and contact details to be passed to Bishop Simeon Trust. Bishop Simeon Trust likes to keep its supporters updated throughout the year but will never share your details with any other organisation. | <input type="checkbox"/> |
|--|--------------------------|

**HR Department. Please send completed forms to your payroll department .e.g Charities Aid Foundation**

# Gift Aid declaration

(for past, present & future donations)



## Donor's details

Title: ----- First name/ Initial(s): ----- Surname: -----  
-----

Full home address: -----  
-----

----- Postcode: -----

Tel: -----

Email: -----

*giftaid it*

If you are a UK taxpayer, for every £1 you have personally donated to the Bishop Simeon Trust, we can collect an extra 25p from the tax man **at no extra cost to you!** Please sign and date below to make your donation go further.

- I am a UK taxpayer.\* Please treat as Gift Aid donations all qualifying gifts of money I have made to the Bishop Simeon Trust: (please tick all boxes you wish to apply)

Today  In the past 4 years  In the future

- I am not a UK taxpayer/ I do not pay enough tax each year to cover the tax on the gift:

\*I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Signature: ----- Date -----

## Thank you for your support

**Please notify us:** if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

**If you pay Income Tax at the higher or additional rate** and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

## When completed, please return this form to:

Bishop Simeon Trust, PO BOX 4514, Dunstable LU6 9QE  
0845 430 1214 info@bstrust.org www.bstrust.org

Registered charity no: 1016122

