



The Governors of Great and Little Shelford Church of England Primary School  
Church Street, Great Shelford, Cambridge CB22 5EL.

Tel: 01223 843107    www.shelfordschool.org.uk    Headteacher: Mr Chris Grey

## Shelford School Support Fund Gift Aid Declaration

Details of donor

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

Address .....

.....

..... Post Code .....

*Please tick as appropriate*

I wish the Shelford School Support Fund to treat

the enclosed donation of £ .....

the donation(s) of £ ..... which I made on ...../...../.....  
...../...../.....

all donations I make from the date of this declaration until I notify you otherwise.

all donations I have made in the last four years, and all donations I make from the date of this declaration until I notify you otherwise.

as Gift Aid Donations.

Signed ..... Date ...../...../.....

### **Please Note:**

The Gift Aid is obtained through the **Diocese of Ely Board of Finance** which operates the scheme on behalf of the school.

Please make cheques payable to 'Shelford School' and forward them to the Treasurer, SSSF, c/o the school office. Alternatively, direct payments may be made by transfer to 20-17-19, account 00811386; in this case do please contact the treasurer, Polly Stanton ([pstanton@shelfordschool.org.uk](mailto:pstanton@shelfordschool.org.uk)), so that she can ensure that your gift is recorded.

Additional notes are given overleaf.

# Shelford School Support Fund Gift Aid Declaration

## **Additional notes:**

1. You can cancel this declaration at any time by notifying the Treasurer.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the church reclaims on your donations in the tax year (currently 25p for each £1 that you give).
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that is reclaimed, 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 the Treasurer.

Alternatively, contact HMRC or search [www.gov.uk](http://www.gov.uk) for "Gift Aid".

6. Please notify the Treasurer if you change your name or address.
7. Please note that Gift Aid Declarations must be in the name of one individual and not a couple.
8. Please give your complete full name - all forenames and surname.
9. In completing this Gift Aid Declaration you agree that the Governors of Shelford School may collect, store and use any personal information with which you may provide us, for the purposes of administering your gift(s) and complying with any requests for information from HM Revenue and Customs and the Diocese of Ely Board of Finance.