

Frequently Asked Questions

Do I have to sign a Gift Aid Declaration every time I make a donation?

No. You only have to complete and sign a Declaration **once**.
This covers **all** donations you make.

Will my donations be confidential?

Yes. Only essential members of the Administrative Team and the Church Wardens have access to this information.
Only the Gift Aid Secretary knows who has signed a Declaration.

I do not pay income tax. Can I still sign a Declaration?

Yes, if you pay capital gains tax or tax on your savings. You must pay an amount of tax that at least equals the tax that will be reclaimed on your donations.

I have signed a Declaration and I want to give by Standing Order.

What should I do?

Complete a Standing Order Form and return it to the Gift Aid Secretary.

I want to change my Standing Order. What should I do?

Contact your bank by phone, letter or online and tell them the changes you want to make. Some banks may want you to fill in a new Standing Order form.

I have signed a Declaration and I want to make my donations by cheque.

What should I do?

Make your cheque payable to *Holy Trinity with St Paul* or *St Mary the Virgin*.
The cheque **must** have your name on it somewhere. Put it in the collection plate, in an envelope if you wish for your privacy.

I have signed a Declaration and I want to make cash donations.

What should I do?

Put your donation in any envelope **with your name on it or in it**.
Put the envelope in the collection plate.

I have set up a Standing Order, but I want to make some extra donations by cheque and cash. Do I have to sign another Declaration?

No. You only have to sign the Declaration **once** and this covers **all** your donations.
Just make sure we know that **you** have made the donation by writing your name on the cheque or envelope in which you put your gift.

What happens to the tax when it is reclaimed?

Each of the churches receives the tax reclaimed on the donations made to each church. It is used to further the work of the church in Hounslow and Isleworth.

I need to complete a Tax Return. Can you tell me how much I have given and how much tax you have reclaimed?

Yes. The Gift Aid Secretary can provide detailed information on all donations made and the tax that has been reclaimed.

If I stop paying tax or can't make donations any more, what should I do?

Tell the Gift Aid Secretary and your Declaration will be cancelled.