



# THE PARISH OF THE NATIVITY OF THE LORD

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St Teresa of the Child Jesus  
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## HOW TO GIFT AID DONATIONS TO THE PARISH

### HOW GIFT AID WORKS

If you are a UK tax payer you may wish to consider Gift Aiding your donations to the Parish. As a registered charity (252878), we can [claim](#) back 25% of your donation from the tax you have already paid to HMRC, so for every £1 you donate the parish receives 25p from HMRC at no extra cost to yourself. This is a greatly appreciated additional gift to the parish.

#### Please note:

- You must have paid Income/Capital gains tax that is at least equal to the amount reclaimed on all your charity Gift Aid donations, to any organisation, in any given tax year.
- If you have paid insufficient tax you will have to repay the shortfall.
- If you are a higher rate tax payer, the parish still only claims 25%, but you may also be eligible to reclaim tax.
- If you need tax advice please contact either your tax office or a professional tax adviser.

### HOW TO REGISTER FOR GIFT AID

If you intend to make regular donations to the Parish you will need to complete a Gift Aid Declaration (GAD) form, sign it in person (the Diocese does not accept electronic signatures) and return it to [pnlgiftaid@gmail.com](mailto:pnlgiftaid@gmail.com) or to the Parish Office. It will then be registered with the Diocese and the Gift Aid team will contact you with your unique GAD number to use as the reference for all your donations.

GAD forms are available from, [pnlgiftaid@gmail.com](mailto:pnlgiftaid@gmail.com), or downloaded from [HERE](#), or can be collected from the Parish office. If possible please include your email address and consent for us to contact you via this method (if we don't have your email, we will post your yearly donation tax letter, but you will not be updated with any other parish Gift Aid information).

The parish Gift Aid team can be contacted directly via email for any queries in setting up or managing your donations [pnlgiftaid@gmail.com](mailto:pnlgiftaid@gmail.com). Alternatively call the parish office.

### HOW TO SET UP A BANK STANDING ORDER

You can set up a standing order yourself via online banking, download a form from [HERE](#), or visit your bank in person to do this. The Parish bank details are available from the Gift Aid team [pnlgiftaid@gmail.com](mailto:pnlgiftaid@gmail.com) or the Parish website [HERE](#)

Please use your GAD number (as mentioned above) as the reference for your standing order. For confirmation of your GAD number email [pnlgiftaid@gmail.com](mailto:pnlgiftaid@gmail.com)

### ONE-OFF DONATIONS

You can also Gift Aid a 'one off' donation to the parish. Please contact [pnlgiftaid@gmail.com](mailto:pnlgiftaid@gmail.com) who will then let you have the correct form you need to make your single donation.