

Sending Gift Aid Envelopes to National Office - Process Notes

Essential Information to include. When sending in Gift Aid envelopes to the National office, in order for the envelopes to be eligible for gift aid, ALL the below information is required.

£10

THE CHURCHES CONSERVATION TRUST

510210

Boost your donation through Gift Aid

Gift Aid Declaration
Title..... First Name:.....
Last Name:..... Home Address:.....
.....
Post Code:..... Date:.....
Email:.....

I wish to Gift Aid all my donations past, present & future. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.
Please notify The Churches Conservation Trust if your details change.

Legible first and last name of the donor.

Add the amount contained in the envelope to the front of the form.

ESSENTIAL - Write the paying-in slip number at the top of the envelope. This is the number from the associated banking slip used to pay the donation in to the bank.

Confirm the envelope has a date on it with format dd/mm/yy.

Confirm the declaration on the envelope is ticked or cross marked.

Make sure the address has the post code on it.

Banking multiple donations. You can send more than one church/location on the same paying-in slip. To enable us to differentiate the envelopes please add the three digit church code as shown below.

The image shows a donation receipt slip with the following text:

Thank you for your donation
We'd like to let you know how your donation is helping to save historic churches at risk.

Please tick this box if you are happy to receive emails from us with information on our conservation work, appeals and events.

www.visitchurches.org.uk T:0800 206 1463
Society Building, 8 All Saints Street, London, N1 9RL
Registered Charity Number 258612

Office Use Only

Donation Amount: Church Code: **S H R** 05/2016

Callout boxes: 'Donation amount' points to the empty input field. 'Three digit church code.' points to the 'S H R' box.

Ineligible Envelopes. For Gift Aid Envelopes that do not meet the any of the above criteria please send in the donations as usual. However, we would not be able to claim gift aid.

Income Form. For the envelopes that meet the above criteria, they should then be attached to the Income Received Form and sent to the National office. The Income Received form should be completed as follows:

- **Paying-in slip number & Date** (the paying-in slip number should match the number recorded on the gift aid envelopes)
- **Church Name and location**
- **Number of Envelopes**
- **Total amount sent with this paying-in slip number in the appropriate column** (usually wallsafe/box)

