

GIFT AID RECORD OF ORAL DECLARATIONS

Northampton Roman Catholic Diocesan Trust -
Reg'd No. 234091

Parish Declarations recorded by

TO COVER ALL DONATIONS MADE IN THE FOUR YEARS BEFORE, AND AT ANY TIME AFTER, THE DATE OF THE DECLARATION

Ask the questions at the top of columns 1, 2 and 6. In column 6, if they *already have* Envelopes or a Standing order, tick the appropriate box. If they want to *start* using Envelopes, give them a box and NOTE THE NUMBER in the small space. If no spare boxes are available, put TBA for To be Allocated. If they want to start using an S.O., give them a T/H Pack and tick the box. If they propose to make a regular or occasional payment by CHEQUE, just write "monthly cheque" or whatever somewhere clear in columns 4 or 5. You must at the end, read out to them the text on the "GDPR card" and ask them to confirm they are content with that, then tick the box.

Are you a UK Taxpayer ?	And willing for parish to reclaim tax ?	Title	First name & surname	Full address <u>incl. postcode</u>	Which method of Planned Giving will you be using ?		Date of decl'n	GDPR
					<i>Already have</i> Env's <input type="checkbox"/> S.O. <input type="checkbox"/>	<i>Going to start using</i> Env's - box no. <input type="text"/> given S.O. - T/H Pack given <input type="checkbox"/>		
					<i>Already have</i> Env's <input type="checkbox"/> S.O. <input type="checkbox"/>	<i>Going to start using</i> Env's - box no. <input type="text"/> given S.O. - T/H Pack given <input type="checkbox"/>		
					<i>Already have</i> Env's <input type="checkbox"/> S.O. <input type="checkbox"/>	<i>Going to start using</i> Env's - box no. <input type="text"/> given S.O. - T/H Pack given <input type="checkbox"/>		
					<i>Already have</i> Env's <input type="checkbox"/> S.O. <input type="checkbox"/>	<i>Going to start using</i> Env's - box no. <input type="text"/> given S.O. - T/H Pack given <input type="checkbox"/>		
					<i>Already have</i> Env's <input type="checkbox"/> S.O. <input type="checkbox"/>	<i>Going to start using</i> Env's - box no. <input type="text"/> given S.O. - T/H Pack given <input type="checkbox"/>		
					<i>Already have</i> Env's <input type="checkbox"/> S.O. <input type="checkbox"/>	<i>Going to start using</i> Env's - box no. <input type="text"/> given S.O. - T/H Pack given <input type="checkbox"/>		
					<i>Already have</i> Env's <input type="checkbox"/> S.O. <input type="checkbox"/>	<i>Going to start using</i> Env's - box no. <input type="text"/> given S.O. - T/H Pack given <input type="checkbox"/>		

Each person on the above list must be handed or sent a written confirmation of their Declaration, explaining that they may withdraw it within 30 days of the confirmation and that they must be paying tax of at least the amount which can be reclaimed. This Record Sheet is not an "official" document demandable on audit but it would be prudent for it to be retained by the Parish.