

# Oxford Thinking

The Campaign for the University of Oxford



## Gift Aid Declaration

Charity name: University of Oxford Development Trust Fund

University of Oxford Development Office, University Offices,  
Wellington Square, Oxford OX1 2JD  
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E enquiries@devoff.ox.ac.uk  
www.campaign.ox.ac.uk/gift-aid

## My details (please write in block capitals)

Title ..... Surname .....

First name(s) .....

Home address is a requirement of HM Revenue & Customs regarding Gift Aid

Home Address .....

..... Postcode .....

## Gift Aid declaration options

Tick all appropriate options.

I am a UK tax-payer and I would like the University to treat as a Gift Aid donation:

this and all future donations I may make from the date of this declaration until I notify you otherwise

any previous donations made in the past four tax years

the donation of £..... which I made on

the donation of £..... which I will make on

all gifts made after      (which is a retrospective date)

You may declare that all future gifts will be made as Gift Aid donations. This will maximise the value of your gift.

I understand that if I pay less income tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all of my donations (to all charities) in that tax year, it is my responsibility to pay any difference.

- Other taxes that you may pay, such as VAT or Council Tax, do not qualify for Gift Aid relief.

## Notes

### PLEASE READ ADJACENT NOTES

If you are unsure whether your donation qualifies for Gift Aid tax relief then we would be pleased to advise you. Please contact the Development Office at the address shown above.

1. We will reclaim the Gift Aid due on your gifts - currently 25p for every £1 you donate.
2. If your declaration covers donations that you may make in the future, please contact us if:
  - You change your name or address while the declaration remains effective.
  - You wish to cancel the declaration. The declaration will then not apply to donations you make to the University on or after the date of cancellation or such later date you specify.
  - You cease to pay enough tax to cover the value of the Gift Aid we would otherwise reclaim.
3. If you pay income tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your self-assessment tax return or ask HM Revenue and Customs to adjust your tax code.

## Please fill in this form and return it to the address above

Signature .....

Date

*Thank you for supporting the University of Oxford*

Data Protection: Your data are held securely in the collegiate University's shared Development and Alumni Relations System (DARS). Full details on how your data are held and used are set out in our Data Protection Statement at [www.alumni.ox.ac.uk/data-protection](http://www.alumni.ox.ac.uk/data-protection) or you can request a hard copy from us. Some sensitive personal data may be held in DARS. If at any time you wish to change the fact of, or extent of, use of your personal data, or no longer wish to receive a specific communication, please contact us.