

# ASSOCIATION OF CHURCH ACCOUNTANTS AND TREASURERS

Registered Charity No. 1072733

## MEMBERSHIP APPLICATION and GIFT AID DECLARATION

NAME Title / Surname

Forenames

ADDRESS: House No./ Name

Street

Town

Post code - *MUST BE COMPLETED*

TELEPHONE NUMBER

CHURCH

DENOMINATION/AFFILIATION

EMAIL I prefer to receive Newsletter by email :

EMAIL ADDRESS

PAYMENT - choose option

**GIFT AID** I want the Association to reclaim tax on my subscriptions:

### *Gift Aid Declaration*

Please treat all donations I make from the date of this declaration until I notify otherwise, as Gift Aid donations. I understand that I must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that the Association of Church Accountants and Treasurers will reclaim on my giving.

### *Gift Aid Notes*

- 1. Gift aid can only be claimed in respect of applicants paying subscriptions personally, by personal cheque or transfer from personal account: do not make declaration if paying with church cheque or from church account.*
- 2. You may cancel this declaration at any time by notifying the Association.*
- 3. You must pay an amount of UK income tax and/or capital gains tax at least equal to the tax the Association reclaims on your donations. If your circumstances change and you cease to pay UK income tax and/or capital gains tax equal to the tax the Association reclaims, you should notify us. If too much tax is recovered on your giving, you will be liable to refund the amount to the Inland Revenue.*
- 4. Your donations must not be based on tax paid by another person (e.g. husband or wife); they must be based on tax paid by you personally. If you pay UK tax at the higher rate you can claim further tax relief in your Self Assessment return.*
- 5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the Treasurer or obtain leaflet IR113 Gift Aid from your local tax office.*
- 6. Please notify the Association if you change your name or your address.*

**SIGNATURE**

**DATE**

## **BANK STANDING ORDER INSTRUCTION**

TO (*Bank name*)

ADDRESS

SORT CODE

ACCOUNT NUMBER

Upon receipt of this instruction, please immediately transfer the sum of £12.50 (twelve pounds 50p) from the above account and continue to make transfers each year on the anniversary of the date shown below until further notice. Please remit the payments to **Association of Church Accountants and Treasurers, Barclays Bank PLC**, at the sort code and account number, and quoting the reference, shown below.

*To be completed by ACAT: Sort code*

*Account No.*

*Reference*

**SIGNATURE**

**DATE**