



**Loughborough Endowed Schools
Burton Bursaries Appeal
Donation form and Gift Aid declaration**

Please complete this form and enclose it with your gift (cheques made payable to Loughborough Endowed Schools). Thank you.

Your details: (needed to acknowledge your gift and in case any queries arise)

Title ----- First name or initial(s) -----
 Surname -----
 Full home address -----

 Postcode ----- Are you a LES Alumnus? -----
 Email ----- Phone -----

Please add Gift Aid to your donation if you are a UK taxpayer.

Donating through Gift Aid means the LES charity can claim an extra 25p for every £1 you give, if you pay sufficient UK Income Tax. It costs you nothing but if you haven't already made one you need to make a Gift Aid declaration by filling in the form below:

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Name of charity: Loughborough Endowed Schools

Please treat as Gift Aid donations all qualifying gifts of money made

today in the past 4 years in the future

Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Signature ----- Date -----

The details you provide on this form are used by the Loughborough Endowed Schools Foundation to administer your gift and to reclaim tax from HMRC. Please notify the Loughborough Endowed Schools or HM Revenue and Customs if you:

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

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.