

# APPLICATION TO JOIN THE GIFT AID LITE SCHEME

Name of Church: \_\_\_\_\_

HMRC tax reference: X \_\_\_\_\_

The above named Parochial Church Council / DCC hereby gives the Manchester Diocesan Board of Finance, the authority to act as our agent, to prepare and make claims to HM Revenue and Customs on Gift Aid Declarations and GASDS in the PCC's name, with effect from \_\_\_\_/\_\_\_\_/\_\_\_\_ or until further notice

What were the dates of period last claimed by your Church and sent to HMRC?

Month/year \_\_\_\_\_ to month/year \_\_\_\_\_

The PCC has elected to: (please tick one box)

1. To have all income tax recovered on Gift Aid transferred directly to Parish Share - free of charge

2. To pay our Parish Share in full in 10 or more equal monthly Standing Order payments therefore, tax refunds will be transferred direct to your PCC Bank Account - free of charge

N.B. Failure to comply with choice 2 will result in tax refunds being directed to choice 1.

We confirm that at the PCC meeting held on \_\_\_\_\_ (insert date) the following was decided:

- To join the Gift Aid Lite scheme
- A computer literate person has been identified to input donations into the secure online donations management software
- To invite the Gift Aid Lite team to speak to the PCC about new methods of giving at the PCC meeting taking place on \_\_\_\_\_ (insert date) or as soon as possible thereafter

Gift Aid Secretary's contact details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Please return to: Gift Aid Lite Scheme, Manchester Diocesan Board of Finance, St John's House, 155-163 The Rock, Bury, BL9 0ND, or email it to [GiftAid@manchester.anglican.org](mailto:GiftAid@manchester.anglican.org)