

**I want to make a donation to Sydenham Garden.**

**Payment details** (please tick)

- I made an online bank transfer for £ \_\_\_\_\_ to CAF Bank (Sort Code 40-52-40; Account 00018879)
- I enclose / have sent a cheque for £ \_\_\_\_\_ (payable to Sydenham Garden)

**Contact Details (Name / Address necessary for Gift Aid Declaration)**

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

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

Postcode: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Mobile (optional): \_\_\_\_\_

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If you are a UK taxpayer and Gift Aid your donation, Sydenham Garden will receive an additional 25p for every pound you give. To Gift Aid your donation, please complete the following declaration.

- Yes, I am a UK taxpayer (please tick). Please treat all donations I make to Sydenham Garden as eligible for Gift Aid until further notice. Gift aid applies to any donations I make in the future or have made in the past 4 years. To qualify for Gift Aid, you must pay an amount of income tax or capital gains tax at least equal to the gift aid that we reclaim on your donations in the appropriate tax year.
- I understand that if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of gift aid claimed on all my donations, it is my responsibility to pay the difference.

**Signed**..... **Date**.....

**(Please inform us of any changes in your tax status or name/address details. 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 in your self-assessment tax return or ask HM Revenue and Customs to adjust your tax code).**

**DATA TRANSPARENCY NOTICE** *Sydenham Garden (SG) records certain information about you. This information is overseen by SG's Data Controller. The Data Controller can be contacted at the Resource Centre Office. We record your name, address and telephone, emergency contact, and other details you provide us with. The legal basis for holding this information is called 'legitimate interest'. They will be removed in line with our retention policy. We will never pass your information onto an external individual or organisation without seeking your consent first.*