



MANUAL DONATION TO THE GOOD EXCHANGE LTD: *INDIVIDUALS*

Donation payment method: BACS Cheque

Donor details: Title: First name or initial(s) Surname:

Address

..... Post Code:

Email: Tel. No.....

Please give a correct email address as an automatic email will be sent to confirm your donation.

I wish to donate £..... to The Good Exchange project reference number:

Name of Recipient Organisation:

Project name:

I understand that my donation will be used for the purposes set out in the application, or in the event that the application is fully funded, for similar charitable purposes being carried out locally by the applicant. I further understand that neither I nor a relative may receive any substantial benefit as a result of this donation.

I wish to remain anonymous

Gift Aid Declaration

Boost your donation by 25p in Gift Aid for every £1 you donate. Gift Aid is reclaimed from HMRC by The Good Exchange from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. **In order to add Gift Aid to your donation you must complete and tick the below:**

- I wish to add Gift Aid to my donation of £..... and I declare the following:
- I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.
 - This is my own money
 - This is a donation for which I am receiving nothing in return
 - My donation is not part of a sweepstake, raffle or lottery
 - My donation is not part of a membership fee or subscription

Please sign and date to confirm your donation:

Signed **Date**

Your donation and any associated match funding is subject to the terms and conditions of The Good Exchange Ltd (these can be viewed online) and those of the individual funder. Please notify The Good Exchange if you wish to cancel this declaration; if you change your contact details; if you no longer pay sufficient tax on your income and/or capital gains. The Good Exchange Ltd will pass your donation to the application you want to support plus any associated match funding. Unless clearly stated, the donation will be subject to a 5% administration fee (+ VAT) to: meet the administration costs of processing the donation and any associated Gift Aid; administer the application; cover the support and maintenance costs of hosting The Good Exchange; cover the costs of enhancing the website to continually improve the service. Any surplus income made from fees is redistributed into the communities the website serves, as charitable grants.

If an applicant is not registered with HMRC or has not given consent for The Good Exchange to claim Gift Aid on its behalf, Gift Aid will not be available.

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.

Payment should be made via BACS wherever possible to the following bank account:

Account Name: The Good Exchange Ltd **Account Number:** 20400807 **Sort Code:** 20-71-29

Where it is not possible to pay via BACS, please make cheques payable to **The Good Exchange Ltd** and post to: The Good Exchange Ltd, Liberty House, Greenham Business Park, Thatcham, Berkshire RG19 6HS. **Please note, we are unable to accept CAF cheques.**

For further information about Gift Aid guidance from HMRC please visit <https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid>

For further information about The Good Exchange please visit <https://thegoodexchange.com> . FAQs about using the website can be found at <https://thegoodexchange.desk.com>. For any other queries please email support@thegoodexchange.com.