

Gift Aid Form

Thank you for choosing to support Sheffield Hallam University. As an exempt charity, Sheffield Hallam is able to boost your donation by 25p for every £1 you donate through the Gift Aid scheme.

Please complete the details below and return to the Development team.

Gift Aid is reclaimed by Sheffield Hallam University from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

1. Gift Aid Declaration

In order to Gift Aid your donation you must tick the box below:

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I want to Gift Aid any donations I make in the future or have made in the past 4 years to **Sheffield Hallam University** *

Date _____

* I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all My donations in that tax year it is my responsibility to pay any difference

2. Your Details (items with * are required by HMRC for Gift Aid)

*Title _____ *First Name or initial(s) _____

*Surname _____

*Full Home Address _____

_____ *Postcode _____

Email _____ Phone _____

Your personal data will be used in accordance with the Data Protection Act and other applicable legislation. By returning this form you are indicating your consent to receiving communications from us. If you do not wish to receive such communications please tell us here:

Please do not contact me by: mail [] email [] telephone [] *Tick as appropriate.*

Please notify the Sheffield Hallam University Development Team 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.

Please email a completed copy of this form to: shu-giving@shu.ac.uk or post to:

Development & Alumni Relations Office, Oneleven Building (Floor 4) Directorate of Corporate Affairs, Sheffield Hallam University, City Campus, Howard Street, Sheffield, S1 1WB.

You can also update your Gift Aid status over the phone. Call our Development & Alumni Office on 0114 225 4454 or email shu-giving@shu.ac.uk for more information.