

**Donation and Charity Gift Aid Declaration**

Katherine Low Settlement is a multi-purpose charity that has been serving the communities of Battersea and Wandsworth since 1924. We are dedicated to building stronger communities and enable people to challenge and find ways out of poverty and isolation.

We run a range of our own community services to support children, young people and their families, older people and refugee communities. We recognise there are many other expert local charities and community groups working with, for example, disabled people and mental health users. We invite them to operate from our premises – so together as partners we can meet the diverse needs of the local communities of Wandsworth. We work with 45+ charities and community groups supporting more than 1,000 people each week. Visit: [www.klsettlement.org.uk](http://www.klsettlement.org.uk)

**Boost your donation by 25p for every £1 you donate with Gift Aid**

KLS can claim an extra 25% on any donation you make, if you’re a UK taxpayer. Your address is needed to identity you as a current UK taxpayer. We will not share this information with anyone else.

**Making a Single Donation**

□ I wish to Gift Aid my donation of £…………………………..... to Katherine Low Settlement *(sign declaration below)*

**Making Regular/Multi-Donations**

□ I want to Gift Aid my donation of £……………………………… and any donations I make in the future or have made in the past 4 years to Katherine Low Settlement

**Payment methods**

I would like to pay by *(please tick)*:

□ Standing order from my bank (details below)

□ BACS payment from my bank to Katherine Low Settlement (details below)

□ Cheque made payable to Katherine Low Settlement (address below)

□ Cash handed into Katherine Low Settlement (address below)

If you are a UK tax payer, please complete the Gift Aid declaration below which will allow KLS to reclaim tax on your donation at no extra cost to you.

**Gift Aid Declaration**

I am a UK taxpayer and understand that 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.

Name: ……………………………………………………………………………………………………………………………………………………………

Full Home Address: ……………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………………………………

Signed: ………………………………………………………………………………………………………………………………………………………….

Date: …………………………………………………………………………………………………………………………………………………………….

Please notify KLS 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 tax

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 & Customs to adjust your tax code.

**Bankers Order Form**

To the Manager of: ……………………………………………………………………………………Bank plc

Address and Postcode: ..........…………………………………………………………………………………………………………………………

Please pay:

**Bank** **Details** CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

**Account Name** Katherine Low Settlement Ltd

**Sort Code** 40-52-40

**Account Number** 00025175

The sum of £ (figure)………………………… (in words)…………………………………..…..…………………………………….. pounds

Starting on the ………………….. day of………………………….20…………………….

And the same sum on the same day in each month / quarter / year *(please delete)* until further notice.

This order supersedes all previous instructions.

*Account to be debited:*

Account name…………………………………………………………………………………….

Account number…………………………………………………………………………………

Bank Sort Code……………………………………………………………………………………

Signed…………………………………………………………………………………………………

Dated………………………………………………………………………………………………….

**Next Steps**

*Please send this completed form to:*

Tracy Frostick 020 7223 2845

Administration and Premises Manager tracy@klsettlement.org.uk

Katherine Low Settlement [www.klsettlement.org.uk](http://www.klsettlement.org.uk)

108 Battersea High Street

London SW11 3HP

□ Please tick if you require a receipt

Katherine Low Settlement Ltd is a registered charity no. 1081248, and a company limited by guarantee no. 3814833