



Engineering Forum of Nigerians  
UK Registered Charity No. 1117948  
[www.efn.org.uk](http://www.efn.org.uk)

August 2008

Dear EFN member,

### **Tax Reclaim through Gift Aid**

As part of our drive to raise money for the organisation, the EFN executive have decided that you as a member can help us in this initiative by signing the attached form that will allow EFN to reclaim the basic rate tax already paid on the membership fees donation from the HM Revenue & Customs (HMRC).

Gift Aid works by allowing charities to take a donation (which is money that the donor has already paid tax on), and then reclaim tax on its 'gross' equivalent (its value before tax was deducted) at the basic rate. This is 20 per cent from 6 April 2008. In practice this means that for every pound donated to charity using Gift Aid the charity can claim an additional 25 pence from HMRC. In addition HMRC will automatically pay the charity a further 3 pence for every pound Gift Aid donation it receives between 6 April 2008 and 5 April 2011; this transitional relief has been provided by Government to allow charities to adjust to the fall in basic rate tax (from 22% to 20%) from 6 April 2008. This means that for every pound donated under the Gift Aid scheme the charity will continue to receive 28 pence.

For those of you who complete self assessment (SA) tax form every year you can choose to give your Self Assessment tax refund directly to charity, please contact the EFN Secretariat if you want to fall into this category.

Yours sincerely,

**Dr Sunday Popo-Ola**  
Financial Secretary - 08  
For and on behalf of EFN (UK)

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## Gift Aid Declaration

Name of Charity .....**Engineering Forum of Nigerians**

Details of donor

Title .....Forename(s) ..... Surname .....

Home address .....

.....Post Code .....

I want the charity to treat

all donations I have made for this tax year and the six years prior to the year of this declaration, (but no earlier than 6/4/2000) **and** all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid donations.

**You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year (currently 28p for each £1 you give).**

Date: ...../...../.....

Signature .....

### Notes:

1. You can cancel this Declaration at any time by notifying the charity.
2. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration.
3. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity. Or, refer to donations by individuals.
5. Please notify the charity if you change your name or address.