

# THE MATTHEW PROJECT DONATION, GIFT AID DECLARATION AND STANDING ORDER FORM

Please complete each section of this form, sign and return to:  
The Matthew Project, 24 Pottergate, Norwich, NR2 1DX



Reg. Charity number: 1122801

website: [www.matthewproject.org](http://www.matthewproject.org)

Thank you for your support.

|   |             |
|---|-------------|
| Title:  | First Name: |
| Surname:  |             |
| Home Address:   |             |
| Postcode:   |             |
| Telephone Number:   |             |
| Email address:  |             |
| I would like my donation to be anonymous (Please circle) yes/no |             |

Your support makes our work possible. We would like to keep you updated and keep in touch. If you would like us to send you information, please tick the box

*giftaid it* Gift Aid declaration

Please treat

- The enclosed gift of £ ..... as a Gift Aid Donation; OR
- All gifts of money I make today and in the future as Gift Aid donations; OR
- All gifts of money that I have made in the past 6 years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

**Please tick the appropriate Box**

**You must pay an amount of Income Tax and/or Capital Gains tax for each year (6 April one year to 5 April the next) that is at least equal to the amount of tax that The Matthew Project will reclaim on your gifts for that tax year.**

**Signature**.....

**Date**.....

**Please notify The Matthew Project if you**

1. Want to cancel this declaration
2. Change your name or home address
3. No longer pay sufficient tax on your income and / or capital gains

**Tax claimed by The Matthew Project**

- The Matthew Project will reclaim 28p of tax on every £1 you gave up to April 2008
- The Matthew Project will reclaim 25p of tax on every £1 you give after April 2008
- The Government will pay The Matthew Project an additional 3p on every £1 you give between 6 April 2008 and 5 April 2011. This transitional relief for the charity does not affect your personal tax position.
- 

**If you pay tax at the higher rate**, you must include all your gift aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.

The Matthew Project

Supporting People with drug and alcohol related issues

Providing innovative education about the risks of drugs and alcohol

Empowering people to make informed choices

Ref- Jul - 09



Company limited by guarantee

Registered in England No. 6388343

Registered office: 24 Pottergate, Norwich, NR2 1DX

# STANDING ORDER FORM

## FOR YOUR BANK

**PLEASE RETURN THIS FORM TO THE MATTHEW PROJECT AND WE WILL SEND TO YOUR BANK**

I would like to make a regular gift to The Matthew Project of £ \_\_\_\_\_ each month\*/quarter\*/year\* until further notice. I would like the donation to come out of my account on the (date) \_\_\_\_\_ of each month. (\*delete as appropriate)

This standing order cancels any previous standing orders in favour of The Matthew Project.

To: The Manager

|                 |
|-----------------|
| Bank name:      |
| Branch address: |
|                 |
|                 |
| Postcode:       |

Please debit my account:

|   |
|---|
| Account name:   |
| Account Number:   |
| Bank sort Code  |
| Starting on (date):   |
| Payment Reference for The Matthew Project bank statement (e.g. surname/anon): |

Please pay: Lloyds TSB  
16 Gentleman's Walk,  
Norwich, NR2 1LZ

For the credit of: **The Matthew Project:**  
Sort code: **30-96-17**  
Account number: **00986300**

Signed \_\_\_\_\_ Date \_\_\_\_\_