



THE GOOD EXCHANGE LTD

MANUAL DONATION TO THE GOOD EXCHANGE: INDIVIDUALS

Full name of Donor: Title: First name or initial(s) Surname:

Full Home 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 the amount of £..... to The Good Exchange project reference number

Name of Recipient/Organisation

Project name

I wish to remain anonymous

I understand that my donation will be used for the purposes set out in the application, or in the event that the application is not 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.

My donation is from a Charities Aid Foundation account and as such has already had tax relief applied and I understand I cannot claim Gift Aid on this donation.

Your donation and any Trust Top-Up or other match funding are subject to the terms and conditions of <https://thegoodexchange.com> website and these can be viewed online.

Gift Aid Declaration

Boost your donation by 25p of Gift Aid for every £1 you donate. Gift Aid is reclaimed by the charity 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 Gift Aid your donation you must tick the box below:**

I want to Gift Aid my donation of £..... to The Good Exchange Ltd

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 notify The Good Exchange 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

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

Bank Account Name: The Good Exchange Ltd

Bank Account Number: 20400807

Bank Account Sort Code: 20-71-03

Where it is not possible to pay via BACS, all cheques to be made payable to The Good Exchange Ltd and please post to: The Good Exchange Ltd, Liberty House, Greenham Business Park, Thatcham, Berkshire RG19 6HS

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>

Queries about using the website can be found at <https://thegoodexchange.desk.com> or for any other queries please email support@thegoodexchange.com

Tax claimed by The Good Exchange Ltd

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.

The Good Exchange Ltd will pass your donation and any associated Gift Aid to the application you want to support. 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, administrating the application covering the support and maintenance costs of hosting The Good Exchange and to 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 the applicant has not confirmed that the funds are required for charitable purposes "Trust Top-Up" or other match funding will not be available.

Signed **Date**