

**BRITISH FRIENDS OF HARVARD BUSINESS SCHOOL
(Charity no: 1000531)**

Gift Aid declaration

Title: **Forename(s):** **Surname:**

Home address:

E-mail: **Donation amount:**

Class/reunion at HBS to be credited:

To: BRITISH FRIENDS OF HARVARD BUSINESS SCHOOL

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.

I want to treat this donation and any donation I make in the future or have made in the past four years until I notify you otherwise, as Gift Aid Donations. In addition, I confirm the following:

- a) I am donating my own money and the funds have not come from anyone else including family members or from an office or bucket collection**
- b) The money I am donating is not the proceeds from sales of goods or services or the sale of tickets**
- c) I have not received something in return for this donation such as an entry ticket to an event or a raffle ticket.**

.....
Signature

.....
Date

You can cancel this declaration at any time by notifying us.

- You must pay an amount of income tax and/or capital gains tax at least equal to the tax that charities reclaim on all your donations in the tax year (currently 25p for each £1 you give).
- 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.
- 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 HMRC to adjust your tax code.
- If you are unsure whether your donations qualify for Gift Aid tax relief, you can find out at <https://www.gov.uk/donating-to-charity/gift-aid> and <https://www.gov.uk/claim-gift-aid/what-you-can-claim-it-on>
- Please notify us if you change your name or home address.

Please return this form, duly completed, together with your donation to: Ms Jacky Laney, British Friends of Harvard Business School, Devonshire House, 60 Goswell Road, London, EC1M 7AD
email: info@bfhbs.org

All information we hold on file for you is kept confidentially and securely in accordance with the General Data Protection Regulation that came into force in May 2018 and is not shared with any third parties other than those listed here. We do share your name and donation amount with HBS for their class/reunion donations listing and will list your name amongst British Friends donors which may be published on our website or our leaflet. If we are collecting gift aid your information is shared with HMRC. If you do not wish your information to be used in this way then please write or e-mail us at the above address.