



The Chartered Institution of Building  
Services Engineers

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# Gift Aid declaration

## CIBSE Benevolent Fund

Please treat

- The enclosed gift of £ as a Gift Aid donation; **OR**
- All gifts of money that 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 tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that the CIBSE Benevolent Fund will reclaim on your gifts for that tax year.**

### Donor's details

CIBSE Membership Number (if a Member) \_\_\_\_\_

Title \_\_\_\_\_ Initial(s) \_\_\_\_\_ Surname \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

#### **Please notify the CIBSE Benevolent Fund if you:**

1. Want to cancel this declaration – email [accounts@cibse.org](mailto:accounts@cibse.org)
2. Change your name or home address – email [memberships@cibse.org](mailto:memberships@cibse.org)
3. No longer pay sufficient tax on your income and/or capital gains – email [accounts@cibse.org](mailto:accounts@cibse.org)

#### **Tax claimed by the CIBSE Benevolent Fund**

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

**If you pay income 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.