

# Donation Form



Mr, Mrs, Miss, Ms \_\_\_\_\_

Forenames \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

If you wish to make a regular annual donation of the above amount, please complete the STANDING ORDER instruction below.

*giftaid it* As part of the Gift Aid scheme, Charities can reclaim the tax on donations if you are a basic rate tax payer. If you are a UK taxpayer, the Black Cultural Archives (BCA) can reclaim the tax you have paid on every donation you make. For every £1 you give, we can claim 28p back from the HM Revenue & Customs at no extra cost to you.

Yes, I am a UK taxpayer and would like the BCA to reclaim the tax on all of the donations I have made in the last six years and any future donations I may make \*(For the BCA to reclaim the tax on your donations you must be paying at least 28p in UK income or Capital Gains tax for every £1 you donate). **Date** / /

No, I am a non-taxpayer.

**Gift Aid Notes**

1. In order for the BCA to reclaim the tax on donations, the person making the donation must pay an amount of income tax or capital gains tax at least equal to the tax we reclaim from the Inland Revenue (currently 28p for every £1 you give)
2. For Gift Aid donations, please ensure that cheques from a joint account are signed by the tax payer
3. You may cancel this declaration at any time (and must do so if you cease to be a UK taxpayer) by notifying the BHF at the address given above)
4. If you pay tax at the higher rate, you can claim further tax relief in your Self Assessment Tax Return.
5. The BCA will use tax reclaimed on your donations in the most effective way to fulfil its objectives

I enclose a **cheque** for £\_\_\_\_\_ made payable to the Black Cultural Archives.

I would like to make a **regular donation** to the Black Cultural Archives and have enclosed a Standing Order Mandate.

I would like to make a **debit /credit card donation** to the Black Cultural Archives for £\_\_\_\_\_ (all major debit and credit cards accepted)

Name (as it appears on card) \_\_\_\_\_

Amount to be charged to the card £\_\_\_\_\_ Credit Card type: Visa / Mastercard / Switch (Maestro) / Delta

Credit Card number: \_\_\_\_\_

Start date (mm/yy) \_\_\_\_\_ Expiry date \_\_\_\_\_

Security Number \_\_\_\_\_ (Usually the last 3 digits of the number on the signature strip)

Please send this form to: Kelly Foster, Black Cultural Archives, 1 Othello Close, London SE11 4RE  
t/ 020 7582 8516, e/ [kelly@bcaheritage.org.uk](mailto:kelly@bcaheritage.org.uk) www.bcaheritage.org.uk

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