



**Kingdom Of Fife Group /**  
**IAM RoadSmart**



**Gift Aid Declaration**

**What Is Gift Aid ?**

Gift Aid is a scheme that allows charity organisations, such as the Kingdom Of Fife Group of Advanced Motorists, to claim back tax that has already been paid on any donations or subscription payments that you make. There is no cost to you involved in this as the money is claimed back from HM Revenue & Customs (HMRC). As a result of completing this form, whenever you pay your annual subscription the group will receive an additional 25% from HMRC.

**What Do I Have To Do ?**

A Gift Aid Declaration Form is printed on the reverse of this sheet. Simply complete your details in Section A, tick the required Declaration Type from Section B and then finally sign and date Section C. Once completed, please return this form along with your annual Membership Renewal form to the KOFG Treasurer (address below). That's all that us required - we will do the rest. You don't have to do anything else and there's no cost to you involved in this.

**Do I Have To Complete This Form Each Year ?**

No. Once you have completed a Gift Aid Declaration it will remain valid for future years until cancelled, so there is no need to complete a new one each year. If you are unsure if you have completed a Gift Aid Declaration in the past, please contact KOFG Treasurer who will be able to confirm if you have or not.

**Who Can Do This ?**

The Gift Aid process applies to any Full Members (those who have passed their IAM test) who are UK taxpayers (either Income Tax or Capital Gains Tax). You only need to have paid £2.50 in tax each year (£0.25 for each £1 donation or membership subscription) to enable the Group to claim Gift Aid on your behalf for that year.

**Why Are We Asking You To Complete This Form ?**

This form only has to be completed once, and no other work is required from yourself after that. This will then allow KOFG to claim back the tax on your annual membership subscription every year using the same form. Not only will this allow KOFG to continue its work in improving road safety within Fife, it will also help to ensure that the annual membership subscription fee is retained at the current level without the need for an increase - the more members who complete this form, the longer we can keep the annual membership subscription at the current amount.

**Where Do I Post This Form To ?**

Once completed, the Gift Aid Declaration form should be posted to :  
Scott Armour (KOFG Treasurer), Mill House, 4 Burnside, Auchtermuchty, Fife, KY14 7AJ.

**Any Other Questions ?**

If you have any questions regarding Gift Aid which are not answered above, please contact KOFG Treasurer, Scott Armour, by email ([treasurer@kofgiam.org.uk](mailto:treasurer@kofgiam.org.uk)) or phone (07983 971301). Thank you.

**For Gift Aid Declaration Form, please see overleaf.**

*giftaid it*



**Kingdom Of Fife Group /**  
**IAM RoadSmart**



**Gift Aid Declaration**

To : The Kingdom Of Fife Group Of Advanced Motorists.

**SECTION A - YOUR DETAILS**

Title & Full Name : \_\_\_\_\_

Address & Postcode : \_\_\_\_\_

IAM Number : \_\_\_\_\_

**SECTION B - DECLARATION TYPE**

I wish the Kingdom Of Fife Group of Advanced Motorists to treat as Gift Aid :

All donations (including annual subscriptions) that I have made for the six tax years prior to the date of this declaration **and** all donations that I make from the date of this declaration, until I notify you otherwise.

All donations (including annual subscriptions) that I make from the date of this declaration, until I notify you otherwise.

(Please tick the required box)

**SECTION C - SIGNATURE**

I confirm that I pay/have paid an amount of Income Tax and/or Capital Gains Tax at least equal to the amount of tax that the charity is seeking to reclaim (£0.25 for each £1 donation or subscription) in each appropriate tax year.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Once completed, please return this form to :  
Scott Armour (KOFG Treasurer), Mill House, 4 Burnside, Auchtermuchty, Fife, KY14 7AJ.

**NOTES**

1. For the Group to be able to claim Gift Aid on your behalf, all that is required is for you to complete the above Declaration and return it along with your annual Membership Renewal Form - we will do the rest.
2. If you are prepared to Gift Aid your annual membership subscription, then provided you pay Income Tax or Capital Gains Tax, KOFG will receive an extra £0.25 for every £1 membership subscription paid.
3. You can cancel this Gift Aid Declaration at any time by notifying the Group's Treasurer.
4. Gift Aid requires no long term commitment from you and it can be used for just the one annual subscription. However, unless you choose to cancel it, one Declaration will last for the duration of your Group Membership. It will automatically stop when your KOFG membership ceases.
5. Please notify the Group if you change your name or address, or if you cease to be a UK taxpayer.
6. If you pay tax at the higher rate, you can claim further tax relief in your Self Assessment tax return.

*giftaid it*