

## Chapel & York UK Foundation - Giving Instructions

### ONLINE

Online donations may be made at [www.chapel-yorkukfoundation.org/donate](http://www.chapel-yorkukfoundation.org/donate). You are able to set up monthly or annual recurring donations when donating online.

Please select "Trustees of Dartmouth College" from the recipient drop-down list to ensure your donation is directed to Dartmouth. Donations are processed via Stripe/PayPal, and are subject to external processing fees of 1.9% + 20p per donation (American Express fees may vary). You can choose to cover these costs, if you wish.

### WIRE TRANSFER

For security purposes bank account details are not shared online publicly. Please fill in the wire transfer form at <https://chapel-yorkukfoundation.org/donate/#wire> and the wire transfer details will be emailed to you. Please note you should fill in this form each time you donate by wire to ensure you receive the most up-to-date bank details. Please also state "Trustees of Dartmouth College" as the recipient in the wire reference.

### CHEQUE

Cheque donations should be made payable to the **Chapel & York UK Foundation** be sent to:

Chapel & York UK Foundation,  
Donation Processing  
Unit 12 Ladycross Business Park,  
Hollow Lane, Lingfield,  
Surrey, RH7 6JD  
United Kingdom

So that we may allocate your donation correctly, please include a completed 'Offline Donation Form' which can be found at <https://chapel-yorkukfoundation.org/#donate>.

### GIFTS OF STOCK

The Chapel & York UK Foundation can accept donations of stock through a Hargreaves Lansdown account. Please complete the online form at <https://chapel-yorkukfoundation.org/donate/stock-and-shares-transfer-form/>. Once the form is submitted, you will receive an email with account details.

### GIFTS OF PERSONAL PROPERTY

The Chapel & York UK Foundation is able to accept donations of personal property (e.g. art, books). However, this is not subject to Gift Aid and you may prefer to give to the charity directly. Please contact [info@chapel-yorkukfoundation.org](mailto:info@chapel-yorkukfoundation.org) to discuss specific arrangements.

### ACKNOWLEDGEMENT

The Chapel & York UK Foundation will send an acknowledgement to you confirming receipt of the donation and the Fund you have chosen to support. Please note that your email address is required for the receipt and your physical address for Gift Aid purposes.

Acknowledgements are sent when donations have been received by the Foundation – for online donations this is immediate; wire transfers and cheques may take several days to arrive. All donation receipts are issued via e-mail. If a paper receipt is required, an additional charge applies and payment of which would have to be agreed by the intended recipient.

There may be a delay in acknowledgement if you do not provide all the correct information alongside a donation.

### **GIFT AID**

If a donation is eligible for Gift Aid, Chapel & York will submit and process a claim to HMRC and grant the reclaimed tax to your charity of choice along with your donation.

To reclaim the tax on your donation we require a fully completed Gift Aid declaration. If you make an online donation, the system will allow you to complete a digital Gift Aid declaration. Donations via other methods will require a declaration to be sent via email or post and this is included in the form for each method listed above.

Please see below for further details on Gift Aid. You can find more about the Gift Aid scheme on HMRC's website or for specific queries please ask the UK Foundation Executive Director at [info@chapel-yorkukfoundation.org](mailto:info@chapel-yorkukfoundation.org).

### **WHAT IS GIFT AID?**

Gift Aid allows UK charities to claim back the basic rate tax already paid by donors on their gifts. This means the Chapel & York UK Foundation can claim back from the government, on your behalf, 25p for every £1 donated, boosting the value of your donation to your chosen fund by 25%.

### **WHO IS ELIGIBLE FOR GIFT AID?**

To qualify, you must be a UK taxpayer who has paid income or capital gains tax equal to the tax that will be claimed on your donation.

You are a UK taxpayer if:

- tax is taken from your wages at source (i.e., PAYE)
- you fill out a self-assessment form
- you have any taxable savings (for example, in a building society), a pension plan, or investment income
- you have paid capital gains tax or expect to pay it in the near future.

### **BENEFITS OF GIFT AID**

#### **More money for the causes you care about:**

Your chosen charity will receive a 25% larger donation.

#### **Higher-rate taxpayers can claim additional tax relief:**

You can claim tax relief on the value of the donation plus the Gift Aid. For example, if you donate £100, we reclaim Gift Aid making your donation £125. If you pay 40% tax you can claim back £25.00 (£125 x 20%) on your self-assessment tax return.

### **HOW CAN YOUR CHARITY RECEIVE GIFT AID?**

It's very easy. If you donate as instructed above, there will be a Gift Aid declaration on each of the applicable forms. If you need a separate declaration, please contact us at [info@chapel-york.com](mailto:info@chapel-york.com) and we will send you one.