

Payment to a Guernsey Registered Charity

in the calendar year _____ *(insert year)*

I, *(full name)* _____

of *(home address)* _____

confirm I have made a donation/donations to *(charity name)* ELIZABETH COLLEGE FOUNDATION

during _____ in the sum of £ _____ *(amount in words* _____

_____)

of which the amount qualifying for repayment to the charity is £ _____ (see **Note 1** below).

I certify that:

- (a) the donation was made to a Guernsey Registered Charity,
- (b) the donation was made from income on which I have been charged to income tax in Guernsey and tax has been paid at the individual standard rate of 20% in the year of charge in which the donation was made,
- (c) the amount of the donation to the above-named charity has exceeded the minimum level of £500,
- (d) my total qualifying donations to all Guernsey Registered Charities during _____ *(insert year)* do not exceed £5,000 in aggregate (or £10,000 for a married couple),
- (e) the donation was not made under a Deed of Covenant entered into prior to 1st January 2010.

Signature _____ Date _____

Income Tax Reference No. of donor _____ Charity Registration No. CH _____ 91

Completed forms should be handed to the charity to which the donation(s) was/were made, for retention by the charity.

Note 1 – If the amount of this donation means you will have made donations exceeding £5,000 to a Guernsey Registered Charity, or more than one Guernsey Registered Charity in aggregate, in the above year, the total repayment will need to be restricted to £1,250 (i.e. £5,000 net, grossed up to £6,250, at 20% = £1,250).

For example, if you have already certified payments during the year amounting to £4,500 and make a further donation of £1,000, the certificate should show the payment of £1,000 being made but only £500 would be a qualifying donation (i.e. £5,000 less the £4,500 already certified).