



27 Lower Mere  
East Grinstead  
West Sussex, RH19 4TB

Tel: +44 (0)1342 313597  
Fax: +44 (0)1342 313597  
Email: info@aqueduct.org.uk

## THE PRACTICALITIES OF GIVING AND GIFT AID

*Gift Aid provides a fantastic boost to what you give as the government significantly increases the amount you give without it costing you a penny!*

### Ways of giving to Aqueduct:

1. Standing Order directly to the charity account (details below)
2. Cheque - made payable to Aqueduct
3. Cash
4. Payroll giving - charitable contributions are taken out by your employer at source (if they operate this scheme)

In order to claim Gift Aid on your giving, the charity must be able to connect your giving with your Gift Aid form. This works as follows:

1. Standing Order - automatic as long as the account carries the same name as the Gift Aid form
2. Cheque - the person signing the cheque must be the same person who signed the Gift Aid form.
3. Where couples give independently, BOTH need to complete a Gift Aid form.
4. Cash - requires an envelope system to be used and a receipt to be issued (for audit purposes)
5. Payroll Giving - removes the need for Gift Aid

### Aqueduct bank details:

CAF Bank

Sort Code: 40 52 40  
Account Number: 00016435  
Account Name: Aqueduct Current Registered Charity

As a registered charity, we annually submit accounts to the Charities Commission.. We also operate an open policy with regard to financial matters. If you would like to look at accounts for a previous year please send a stamped addressed envelope to the Treasurer at the above address.

N.B. You need to keep records of any charitable giving using Gift Aid to make sure that charities do not receive more tax in the tax year than you pay to the Inland Revenue.

A Charity Registered with the Charity Commission: No. 1090302