

Instructions for Deposit of Donations into

London Centre of SRF-UK Charitable Account
Registered Charity number:1097070 :Company number:4591453

Accountant for London Centre Donation:

Mrs Raju Kanabar
2 Old Gannon Close
Moor Park
Northwood
Middx, HA6 2LU
Telephone: 020 8421 5017
E-mail: raju@financehouse.org.uk

Account to which donation should be deposited:

Account name: London Centre of Self-Realization Fellowship Church UK.
Account number: 31259563
Sort code: 40 – 05 – 19

PROCEDURE FOR MAKING A DONATION BY CHEQUE

1. Send the following “Donation letter” to Mrs Raju Kanabar, specifying what the donation is for. Enclosing cheque if you are sending a donation by cheque.
2. Unless previously submitted to Mrs Kanabar and no variations are required, enclose a Gift Aid declaration form.

PROCEDURES FOR SETTING UP A STANDING ORDER MANDATE

1. Send the complete standing order mandate form to your bank.
2. Send the “Donation letter” to Mrs Raju Kanabar,
3. Unless previously submitted to Mrs Kanabar and no variations are required, enclose a Gift aid declaration form.

DONATIONS LETTER

London Centre of Self-Realization Fellowship

(Registered Charity Number 1097070)

2 Old Gannon Close,

Moor Park,

Northwood, Middx, HA6 2LU

Date:

Dear Mrs Kanabar,

Donation

I am writing to let you know that the enclosed donation and/ or standing order mandate is to be used for the purpose shown below: *(tick as appropriate)*

- Any approved purpose of Self-Realization Fellowship Church.
- Refurbishment and maintenance of 82A Chiltern Street
- *Other Specific purpose (**please complete below**).....

** Note :If the funds are donated for a specific purpose, and they have not been utilised completely, please indicate if :*

- The balance can be added to the general funds of SRF
- The balance needs to be returned to the donor.

Gift Aid Declaration (Please tick as appropriate)

- I am a UK tax payer and am enclosing a signed gift aid donation form.
- I have previously submitted a gift aid declaration form to Mrs Kanabar, and have opted for "all donation to be Gift Aided".
- Not applicable as I am not a UK tax payer.

Yours sincerely,

Donor's Name: (Sign)

..... (Print)

Donor's contact details:

(These are needed in case of any auditing query.)

Address

Telephone E-mail.....

Gift Aid Declaration

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London Centre of Self-Realization Fellowship – UK

Charity Number 1097070: company number 4591453

Please treat:

The enclosed gift of £ _____ as a Gift Aid donation: **OR**

The standing order of £ _____ which will start on ____/____/____

All gifts of money that I make today and all future gifts of money that I make from the date of this declaration as gift Aid donations

√ *Please tick the appropriate box*

You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next year) that is at least equal to the amount of tax that the charity will reclaim on your gifts for that tax year.

Donor's details

Title _____ Initial(s) _____ Surname _____

Home address _____

Postcode _____ Date _____

Signature _____

Please notify the charity if you:

1. Want to cancel this declaration.
2. change your name or home address
3. No longer pay sufficient tax on your income and/or capital gains.

Tax claimed by the charity

- The charity will reclaim 28p of tax on every £1 you gave up to 5 April 2008.
- The charity will reclaim 25p of tax on every £1 you gave on or after 6 April 2008.
- The Government will pay to the charity an additional 3p on every £1 you gave between 6 April 2008 and 5 April 2011. This transitional relief for the charity or CASC does not affect your personal tax position.

If you pay income tax at the higher rate, you must include all your Gift Aid donation on your Self Assessment tax return if you want to receive the additional tax relief due to you.

