



LANCASHIRE FEDERATION OF WOMENS INSTITUTES

GIFT AID AGREEMENT

Dear President

Lancashire Federation of Women's Institutes (LFWI) are now able to claim Gift Aid on the federation's share of the membership subscription. In order to achieve this, we need your WI's agreement to the following conditions.

- You agree to send copies of all your members' gift aid declarations to LFWI.
- Notify LFWI of any changes. (You will be sent a 'Gift Aid Amendments' form annually).
- You will maintain a full audit trail showing the date and amount of each members' payment to the WI and make this available to LFWI and/or the NFWI if requested.
- You agree to send LFWI a copy of your gift aid claims spreadsheet.
- LFWI will ensure that the annual subscription letter from National will be sent to each WI, a copy of which should be filed with your WI Gift Aid Forms.

WI _____

We agree to Lancashire Federation of Women's Institutes' conditions set out above.

signed:

President _____

Print name _____

Secretary _____

Print name _____

Return to: The Finance Committee', LFWI, Office 8, Croston House, Lancashire Business Park, Centurion Way, Leyland, PR26 6TU

together with the photocopies of your members' declarations

BY PROVIDING THIS INFORMATION YOU ARE GIVING PERMISSION FOR YOUR PERSONAL DETAILS TO BE USED FOR WI/FEDERATION PURPOSES