

Gift Aid Declaration Scheme

It's that time of year again, when subscriptions have all been paid and the MCS has been updated. It's time to check Gift Aid declarations are current and accurate with your membership, so here are some next steps to follow:-

- ✓ If any members who completed a declaration form in the past are no longer members of your WI, please notify the office by email or post immediately and remove their details from your claim.
- ✓ If you have any new members since your last claim, please ask them if they would like to complete a declaration form and add their details to your claim. Please also include this form with your claim return when you send to the office.
- ✓ Members of your WI can complete a declaration form as an individual if they wish to and send it to the office if your WI does not claim Gift Aid. We would be grateful if you could complete this exercise by the end of July.

Please encourage your members to join the scheme, as in the long run, this will benefit everyone in the Lancashire Federation.

The current Gift Aid Declaration form is attached for you to copy for any members wishing to join the scheme and can also be found on 'My WI'.

Emma Gillinder

Trustee overseeing Gift Aid