**LANCASHIRE FEDERATION OF WOMENS INSTITUTES**

**This relates to WIs who claim Gift Aid**

**Thank You** to those WI’s who have sent 2018 schedules to LFWI, the Federation Claim has now been submitted to HMRC.

The amount we receive will help LFWI through a very difficult financial time.

We are now in a position to claim for 2019.

**If you have made your 2019 claim to HMRC, please forward to Liz the schedule (spreadsheet) AS SOON AS POSSIBLE**

If you unable to email a spreadsheet, please send it to The Office **by the above date,** after you have completed your claim to HMRC.

If you have not yet sent in 2018 claim you are still able to do so.

*In accordance with HMRC/Charity Commission Guidelines we need to be made aware of any amendments/differences to your 2019 claim as per the enclosed Amendment Form.*

If you are claiming for **new members,** please forward the appropriate Declaration to LFWI. The Gift Aid declaration form is attached and you can obtain further copies from our Website [www.lancashirewi.org.uk](http://www.lancashirewi.org.uk)

The HMRC schedule form should be ‘e-mailed’ to liz@lfwi.org.uk

If this is not possible post it to: -

LFWI, Office 8, Croston House

Lancashire Business Park

Centurion Way, Leyland, PR26 6TU