



Registered charity no. 1130410

September 2009

Dear Member,

Suffolk Sinfonia is now officially a registered charity. As previously described, the most significant benefit this brings to the orchestra is allowing us to claim Gift Aid on all personal donations and subs payments from UK tax payers, giving a significant boost to our income.

Gift Aid can make donations worth at least 25% more to us at no extra cost to you. With Gift Aid, a £20 subs payment is worth at least £25 to the orchestra, and we can backdate the claim to apply to subs paid over the last six years. Simply complete the attached declaration and return it to me. Note that for couples paying the joint rate, two Gift Aid declaration forms are required.

In order to simplify the collection of subs, regular members are encouraged to pay their subs via monthly standing order. The overall cost to you remains at £20 per term (£35 for couples paying the joint rate), but is paid monthly directly from your bank account, working out at just £5 per month (£8.75 for couples). Over a year, 12 payments of £5 (once per month) total the same as 3 payments of £20 (once per term), similarly for the joint rate.

If you wish to pay by Standing Order, please complete the attached standing order mandate, and send it directly to your bank, or otherwise arrange for the standing order to be set up as detailed. Please also complete the payment notification form below and return it to me.

Standing orders remain solely in your control at all times, so if in the future you need to amend or cancel the payment, you must do so by contacting your bank directly. Please also notify the treasurer.

Yours faithfully,

Paul Varney
Treasurer, Suffolk Sinfonia

Suffolk Sinfonia Monthly Standing Order Payment Notification *(return to Paul Varney, Treasurer)*

Name _____

Partner's name (for joint subs payments) _____

Subs, individual £5.00 / joint £8.75* per month £ _____ * Please delete as appropriate

To be paid from bank account sort code _____ account no _____

Gift Aid declaration *(return to Paul Varney, Treasurer, Suffolk Sinfonia)*

Please treat:

- The enclosed donation of £_____ as a Gift Aid donation; **OR**
- All donations of money that I make today and in the future as Gift Aid donations; **OR**
- All donations of money that I have made in the past 6 years and all future donations 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) that is at least equal to the amount of tax that Suffolk Sinfonia will reclaim on your donations for that tax year.

Donor's details:

Name _____

Home address _____

_____ Postcode _____

Signature _____ Date _____

Please notify Suffolk Sinfonia 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 Suffolk Sinfonia:

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

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

Further information on Gift Aid is available from your local tax office or via the Inland Revenue web site.



Bank Standing Order mandate (send directly to your bank)

Member's details:

Name _____

Address _____

_____ Postcode _____

Member's bank account:

Name of bank _____

Address _____

_____ Postcode _____

Sort code _____ Account number _____

Account name _____

Recipient bank details:

Lloyds-TSB
28 Risbygate St, Bury St Edmunds, IP33 3AH

Bank sort code: 30-91-49
Account number: 1433704
Account name: Suffolk Sinfonia

Please pay the sum of £ _____ on _____ / _____ / 20 ____
(Please make sure the starting date is at least one month from today's date)

and monthly thereafter until further notice.

Please ensure the member's surname is quoted on each transfer of funds.
Please cancel any previous standing order mandate in favour of the recipient's account.

Signature _____ Date _____