



**Gift Aid Declaration**

*Please hand the completed form in at one of the Record Office branches or send it to  
The Secretary,  
Friends of the Suffolk Record Office,  
Bury Record Office, 77 Raingate Street, Bury St Edmunds, Suffolk IP33 2AR*

Full name .....

Address.....

.....

.....

..... Postcode .....

- I want the **Friends of the Suffolk Record Office** to reclaim tax on all donations I have made since 6 April 2000, and all donations I make hereafter.
- I confirm that I pay income tax and/or capital gains tax equal to the tax you are claiming on my donations in each tax year (equivalent to the basic rate of income tax).

Signed ..... Date .....

**You may cancel this declaration at any time by notifying us. If in the future your circumstances change and you no longer pay tax equal to the tax that the charity reclaims, you must cancel your declaration.**