



**Membership Application and Gift Aid Declaration**

I / we wish to join the Friends of the Medway Archives and agree to be bound by its Constitution and Rules.

I / we agree that my / our details given below may be held on computer systems for Membership Register purposes only and may be disclosed as confirmed overleaf.

I / we enclose cash / cheque / postal order for £ ..... for the following membership type (make cheques and postal orders payable to Friends of the Medway Archives):

|   |      |
|---|------|
| Individual Membership (18 and over)   | £12  |
| Family Membership (1 or 2 adults and any children under 18 at the same address) | £14  |
| Individual Life Membership (18 and over)  | £120 |
| Society Membership (not-for profit organisations)                               | £18  |
| Corporate Membership (companies and businesses)                                 | £60  |

**Annual subscriptions are due on 1st January. Members joining after 30th September do not have to pay a subscription for the following year.**

Please complete in block capitals and sign and date the Gift Aid Declaration if it applies.

Title: ..... Position (organisation): .....

Name(s): .....

Address: .....

.....

Post Code: ..... Tel. No. (.....) .....

Email: .....

Signed: ..... Date: .....

**GIFT AID DECLARATION** - only sign and date this if you qualify (see notes overleaf)

I wish the Friends of the Medway Archives to treat all donations and subscriptions I have made for the six years prior to this year (but not before 6th April 2006), and will make from the date of this Declaration, as Gift Aid, until I notify F.O.M.A. otherwise. I pay income or capital gains tax at least equal to the amount of tax reclaimed.

Signed: ..... Date: .....

Please send the form with payment to the FOMA Membership Secretary,  
Mrs J Skilling, 15 Port Close, Lordswood, Chatham, ME5 8DU, Kent.

## **Membership Register**

The Membership Register, maintained on computer, is essential to the efficient administration of F.O.M.A. It contains only members' names, addresses, telephone numbers, and email addresses together with essential membership information (e.g. payment of subscriptions).

The Membership Register will not be released to any outside body. However, subject to your confirmation, your details (name, address, telephone number, email address) may be disclosed as follows. The Rules require all members not to disclose your details further. No details of any child under 18 years of age will be disclosed.

May your details: Name Address Phone no. Email address.

1. Be made available to any other member upon request ? YES /NO
2. Published in membership lists circulated to members ? YES/NO
3. Made available to the staff of the Medway Archives and Local Studies Centre ? YES/NO

## **Gift Aid - Your Questions Answered**

### **What is Gift Aid ?**

A method of allowing charities (including FOMA) to increase their income by reclaiming any tax that you have already paid on your subscription or donation. It is currently worth £2.82 for every £10 paid.

### **What is a Gift Aid Declaration ?**

A simple statement (overleaf) which you sign to allow FOMA to claim back any tax you have already paid on your subscription or donation, backdated for up to six years.

### **Who qualifies to complete a Gift Aid Declaration ?**

Anyone who is a UK taxpayer (i.e. pays any income tax or capital gains tax). You do not need to pay a tax bill or fill in a Tax Return to be a taxpayer; tax deducted at source from pay, pension, building society or bank interest (if you have not claimed income tax exemption), dividends etc. all counts.

### **Will I have to make entries on a Tax Return ?**

Only if you fill in a Tax Return already. There is no extra tax to pay, and if you pay tax at higher rates you can reclaim a further tax rebate for yourself.

### **Can I complete Gift Aid declarations to several different charities ?**

Yes, provided the tax you pay covers the tax reclaimed on all of your subscriptions or donations. At the current tax rate of 20% the tax reclaimed is 25%, so if your Gift Aided donations or subscriptions total £100 in any tax year (April 6th to April 5th), you would have to pay at least £25 tax in that year.

You must tell F.O.M.A. if, in any tax year, the tax you pay does not cover the tax reclaimed (e.g. if you pay no tax at all).

### **What if I have any queries ?**

Contact the Hon. Treasurer who will try to answer them.