A really simple way of adding an extra **25%** to the amount your workplace raises, without any extra cost to you, is to ask your colleagues to fill in a Gift Aid form.

**JustGiving**
The simplest way to collect donations and Gift Aid is by setting up a JustGiving page for your organisation and send the link to your colleagues.

**This form**
If you prefer to use this form, please make sure that every UK taxpaying adult fills in their individual HOME address details on this form. Unfortunately, we can’t claim Gift Aid if just one person signs for the whole amount. You can return this form in the freepost envelope provided or mail to: Jeans for Genes, PO Box 12635, Colchester, CO7 5AN.

<table>
<thead>
<tr>
<th>Full name</th>
<th>Address</th>
<th>Postcode</th>
<th>Donation amount</th>
<th>Giftaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss D. Enim</td>
<td>2 Blue Avenue, Denimtown</td>
<td>JE4 NS</td>
<td>£</td>
<td>✔</td>
</tr>
</tbody>
</table>

Download additional forms at [jeansforgenes.org/giftaid](http://jeansforgenes.org/giftaid)
To be filled in by Jeans for Genes

Date money received: DD/MM/YYYY

Total gift aid donation: £

Total gift aid donation x20/80 = £

Gift Aid declaration: I am a UK taxpayer and understand that if I pay less income tax and/or capital gains tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

I am a UK taxpayer and understand that if I pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your self-assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Data Protection Act: This type of information is used solely for the purpose for which it was provided. We do not share personally identifiable information with third parties, unless required by law, or unless explicitly requested by you. We take all reasonable measure to protect your information while it is in our care.

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