

Payment Slip



Congratulations on completing your event. We hope everything went well. Please collect all donations and send them in as soon as you can. **Please fill in your details below and return with your cheque(s) and the relevant sponsorship forms to:** The Naomi Centre, 2 Cullybackey Road, Ballymena, BT43 5DF.

Name:	
Address:	
Postcode:	
Organisation: (If applicable)	
Contact number:	
Email:	
Number of cheques enclosed:	
Total Amount:	
Date:	

Please note: To claim Gift Aid you must send the original copy of the sponsorship forms along with the corresponding cheques to Women's Aid ABCLN. Cheques sent without sponsorship forms will not be eligible for Gift Aid.

Gift Aid Notes

To claim Gift Aid, sponsorship forms need to meet the following requirements:

- The person being sponsored must have filled out their full name and address, including postcode
- Entries must be completed by the sponsor, in their own handwriting
- Entries must include sponsor's name and home address (at minimum an initial and surname, a house number and postcode)
- Sponsor must have ticked 'Gift Aid' column
- The Prince's Trust must receive the original documents (no photocopies, faxes, scan etc.)
- Funds must accompany sponsorship forms, or be paid online within five working days Donations must be eligible for Gift Aid as per HMRC guidelines (visit hmrc.gov.uk for full details)

Gift Aid CANNOT be claimed on:

- Personal payments made by person being sponsored
- CAF payments
- Donations from companies
- Donations made by non UK tax payers
- GAYE donations
- Illegible entries on sponsorship forms

Send us photos of your event. We would love to see your great ideas in action.

ruth.owen@womensaidabcln.org

 Women'sAid-ABCLN

 @womensaidabcln

Visit: www.women-aid.org.uk/makeitbetter