

# STANDING ORDER

**DATE** \_\_\_\_\_

To: The Manager

\_\_\_\_\_

\_\_\_\_\_ | *Enter your bank name and address*

I/We hereby authorise and request you to debit my/our

\_\_\_\_\_ | *Enter your bank account type e.g., Current Account, etc.*

**IBAN**

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**BIC**

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With the sum of €\_\_\_\_\_ | *Enter amount in figures*

\_\_\_\_\_ | *Enter amount in words*

*And to credit*

***Our Lady's Grove Primary School Board of Management Current Account***

*Account Number 08119084 IBAN IE77 AIBK 9311 8708 1190 84 BIC AIBKIE2D*

*Bank Allied Irish Banks, University Branch, 60 Clonskeagh Road, Dublin 14*

**Frequency** | \_\_\_\_\_ | *Enter Weekly or Monthly or Quarterly*

**Start Date** | \_\_\_\_\_ | *Enter date on which Standing Order is to start*

**End Date** | \_\_\_\_\_ | *Enter date on which Standing Order is to cease*

Until further notice in writing. It shall be understood that the Bank shall not be under any liability for damage or loss caused by any omission to make these payments. (*Note: Please allow 5 working days' notice prior to first payment.*)

**Name/Account Title**

\_\_\_\_\_ | *Enter the name(s) of the accountholders*

**Signature(s)**

\_\_\_\_\_ | *Signed in accordance with your bank account mandate*

\_\_\_\_\_ |

**ENDURING CERTIFICATE**  
**DONOR CONSENT FOR DONATION OF INCOME TAX RELIEF TO CHARITIES**  
**AND OTHER APPROVED BODIES**

This form should be:

- completed by donors who are individuals who wish to allow charities to claim their tax relief on donations **AND**
- once completed, given directly to the charity / approved body

**NB:** If you complete and submit this form to a charity or approved body, you are allowing the charity / approved body to claim part or all of your personal tax relief for the relevant years (see Guidance Notes hereunder)

**COMPLETE IN BLOCK LETTERS**

**Name of Donor:**

**PPSN:**

**Address**  
**(incl. Eircode):**

**Phone No.:**

**Email Address:**

**Name of eligible charity or other approved body (referred to as an approved body):**

**First tax year to which this certificate applies:**

**I understand the following,**

1. There is no obligation on me to complete this form in respect of my donations
2. This certificate is valid for the above tax year and each of the four following tax years, unless I notify the approved body of its cancellation.
3. The approved body may apply to the Revenue Commissioners for my personal income tax relief in respect of my donations during the lifetime of this certificate and any tax repaid to the body cannot be claimed by me, or repaid to me, or to any other approved body. \*see *example below*
4. I grant permission to the approved body to use my PPSN solely for the purpose of claiming my personal income tax relief on my donations during the lifetime of this enduring certificate or a renewed enduring certificate.
5. I must be resident in the State for each tax year in which I make a donation.
6. My donation, or donations, must amount in aggregate to at least €250 in a tax year and be in the form of money and / or designated securities and that income tax relief will not apply to the aggregate of my donations to an approved body or bodies in a tax year in excess of €1,000,000.
7. Neither I, nor any person connected with me, can receive a benefit from the approved body in consequence of making a donation.
8. My donation cannot be subject to a condition as to repayment nor can it be conditional on, or associated with, the acquisition of property by the approved body other than by way of gift, from me or a person connected with me.
9. The amount of my aggregate annual donations to an approved body or bodies with which I am associated (see Notes) will be restricted to an amount equal to 10% of my total income for the tax year in question and that income tax relief will not apply to any donations in excess of that amount.
10. I must pay income tax for any tax year in which I make donations of an amount equal to the income tax on the grossed up amount of the donations in order for the approved body to receive a refund of tax (see Notes).
11. Relief under this scheme for donations by individuals is relief from income tax.

**Please tick ☒ the box if you are associated with the approved body named in this certificate**

**(see note 6 hereunder)**

**You are associated with an approved body if at the time you make a donation you are an employee or member of the body, or of another approved body which is associated with the body.**

**Signature:**

**Date:**

**PLEASE FORWARD YOUR COMPLETED CERTIFICATE TO THE APPROVED BODY**

## Guidance Notes for completion of Enduring Certificate

The Charitable Donation Scheme operates under the provisions of section 848A Taxes Consolidation Act (TCA) 1997. This section provides for a uniform scheme of tax relief for donations to approved bodies.

The legislation provides that donors who are PAYE or self-assessed may also donate their personal tax relief in respect of charitable donations to the charity / approved body, should they wish to do so. For the purposes of the Charitable Donations Scheme (CDS) a donation is grossed up at the rate of 31%. The approved body is deemed to have received the grossed-up amount net of tax deducted.

It is important to note that a donor is not entitled to a repayment of any part of the tax that has been repaid to the approved body under this scheme. This includes claims for tax relief for medical expenses.

See example.

### Example

Joan makes a cash donation of €1,000 to an approved body in the tax year 2022. Under this scheme the body is deemed to have received a donation of €1,449.27 (€1,000 grossed up at 31%) less tax deducted of €449.27.

Joan has signed an Enduring Certificate to allow her tax relief to be donated to the charity.

If Joan has paid income tax for 2022 of at least €449.27, the approved body can obtain a refund of that amount. This can be claimed after the end of the tax year 2022.

The amount repaid to an approved body cannot exceed the amount of tax paid by the donor for the year in question. If Joan's income tax liability for 2022 is €350, and she has paid this amount, the repayment to the approved body is restricted to that amount.

**Joan is not entitled to a repayment of any part of the tax that has been repaid to the approved body.**

**For example, if Joan had medical expenses in 2022 but has already submitted an Enduring Certificate she can only obtain income tax relief on the amount of tax she paid, minus the tax relief repaid to the approved body.**

## 1. Approved bodies

The following are approved bodies for the purposes of the scheme of tax relief for donations:

- an eligible charity, that is, any charity which is authorised by the Revenue Commissioners to operate this tax relief scheme;
- educational institutions or bodies whether primary, second level or third level, as described in Part 1 of Schedule 26A TCA 1997;
- a body approved by the Minister for Finance for education in the arts, as set out in Part 2 of Schedule 26A TCA 1997;
- organisations that promote human rights as detailed under section 209 TCA 1997.

A list of resident and non-resident charities authorised for the purposes of the CDS is available at:

<https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/charitable-donation-scheme/index.aspx>

## 2. Enduring Certificate

You are not obliged to complete an Enduring Certificate in respect of your donations. If you choose to donate your tax relief, you can complete an Enduring Certificate in respect of some or all of the approved bodies to which you make donations. This certificate is valid for a period of five years. You can cancel it before the end of that period. As indicated above, any relief claimed by the charity may not subsequently be claimed by the donor through other tax relieving measures (for example, for medical expenses).

## 3. Renewal and cancellation of Enduring Certificate

The approved body may contact you about renewal of your certificate. Alternatively, you can advise the body in question to renew it. If you wish to cancel your certificate you must notify the approved body.



## ANNUAL CERTIFICATE

### DONOR CONSENT FOR DONATION OF INCOME TAX RELIEF TO CHARITIES AND OTHER APPROVED BODIES

This form should be:

- completed by donors who are individuals who wish to allow charities to claim their tax relief on donations  
**AND**
- once completed, given directly to the charity / approved body

**COMPLETE IN BLOCK LETTERS**

Name of Donor:

PPSN:

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Address

(incl. Eircode):

Phone No.:

Email Address:

Name of eligible charity or other approved body (referred to as an approved body):

I certify that for the tax year

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1. There is no obligation on me to complete this form in respect of my donations.
2. I have made a donation of €  to the approved body.
3. The approved body may apply to the Revenue Commissioners for my personal income tax relief in respect of my donations during the lifetime of this certificate and any tax repaid to the body cannot be claimed by me, or repaid to me, or to any other approved body.
4. I grant permission to the approved body to use my PPSN solely for the purpose of claiming my personal income tax relief on my donation during the lifetime of this certificate.
5. I was resident in the State for the tax year in which I make the donation.
6. My donation or donations, must amount in aggregate to at least €250 in a tax year and
7. Neither I, nor any person connected with me, can receive a benefit from the approved body in consequence of making a donation.
8. The donation was not subject to a condition as to repayment nor conditional on, or associated with, the acquisition of property by the approved body other than by way of gift, from me or a person connected with me.
9. The amount of my aggregate annual donations to an approved body (or bodies) with which I am associated (see Notes) will be restricted to an amount equal to 10% of my total income for the tax year in question and income tax relief will not apply to any donations in excess of that amount.
10. I must pay income tax for any tax year in which I make donations of an amount equal to the income tax on the grossed up amount

## Guidance Notes for completion of Annual Certificate

The Charitable Donation Scheme operates under the provisions of section 848A Taxes Consolidation Act (TCA) 1997. This section provides for a uniform scheme of tax relief for donations to approved bodies.

The legislation provides that donors who are PAYE or self-assessed may also donate their personal tax relief in respect of charitable donations to the charity / approved body, should they wish to do so.

For the purposes of the Charitable Donations Scheme (CDS) a donation is grossed up at the rate of 31%.

The approved body is deemed to have received the grossed-up amount net of tax deducted.

It is important to note that a donor is not entitled to a repayment of any part of the tax that has been repaid to the approved body under this scheme. This includes claims for tax relief for medical expenses.

See example.

### Example

Joan makes a cash donation of €1,000 to an approved body in the tax year 2022. Under this scheme the body is deemed to have received a donation of €1,449.27 (€1,000 grossed up at 31%) less tax deducted of €449.27.

Joan has signed an Annual Certificate to allow her tax relief to be donated to the charity.

If Joan has paid income tax for 2022 of at least €449.27, the approved body can obtain a refund of that amount. This can be claimed after the end of the tax year 2022.

The amount repaid to an approved body cannot exceed the amount of tax paid by the donor for the year in question. If Joan's income tax liability for 2022 is €350, and she has paid this amount, the repayment to the approved body is restricted to that amount.

**Joan is not entitled to a repayment of any part of the tax that has been repaid to the approved body.**

**For example, if Joan had medical expenses in 2022 but has already submitted an Annual Certificate she can only obtain income tax relief on the amount of tax she paid, minus the tax relief repaid to the approved body.**

## 1. Approved bodies

The following are approved bodies for the purposes of the scheme of tax relief for donations:

- an eligible charity, i.e. any charity which is authorised by the Revenue Commissioners to operate this tax relief scheme;
- educational institutions or bodies whether primary, second level or third level, as described in Part 1 of Schedule 26A TCA 1997;
- a body approved by the Minister for Finance for education in the arts, as set out in Part 2 of Schedule 26A TCA 1997;
- organisations that promote human rights as detailed under section 209 TCA 1997.

A list of resident and non-resident charities authorised for the purposes of the CDS is available at

<https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/charitable-donation-scheme/index.aspx>.

## 2. Annual Certificate

You are not obliged to complete an Annual Certificate in respect of your donations. If you choose to donate your tax relief, you can complete an Annual Certificate in respect of some or all of the approved bodies to which you make donations. This certificate is valid for a period of one year. You can cancel it before the end of that period. As indicated above, any relief claimed by the charity may not subsequently be claimed by the donor through other tax relieving measures (for example, for medical expenses).

## 3. Renewal and cancellation of an Annual Certificate

The approved body may contact you about renewing your certificate. Alternatively, you can advise the body in question to renew it. If you wish to cancel your certificate, you must notify the approved body.