

## Personal Donations

**You can help ensure the future of The National Museum of Computing by making a financial donation.**

Any donation, large or small, will help preserve our computer history. You may also donate quoted shares or property to the charity. This is potentially tax advantageous to you the donor as those shares may be exempt from capital gains tax.



Please complete the following in capital letters:

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

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I enclose a cheque for £ \_\_\_\_\_, made payable to **The National Museum of Computing**.

**Please see overleaf for information about donating shares.**

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**The National Museum of Computing is the operating name of the CodesandCiphers Heritage Trust, which is a registered charity eligible for Gift Aid.**

**Gift Aid Declaration:** If you are a UK Tax payer, your payment is eligible for Gift Aid. This is a straightforward way of allowing the Trust to reclaim the tax that you incur on payments to us. Gift Aid is not another payment; it simply allows us to claim additional funds from the Government. Please help the Trust to receive these vital additional funds by signing the declaration below.

I would like the CodesandCiphers Heritage Trust to reclaim the tax on any donations that I make to the charity on or after the date of this declaration as long as I remain an income tax payer or unless I notify you otherwise. I have paid an amount of UK Income Tax or Capital Gains Tax equal to any tax reclaimed on my donation(s) to CodesandCiphers Heritage Trust in the appropriate tax year.

Full name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

1) Please notify us if you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims.

2) If you pay tax at the higher rates, you can claim further tax relief in your Self Assessment Form.

**If you would like to donate shares to the Charity,  
please follow these simple steps:**

**If you hold the share certificates:**

Obtain a *stock transfer form* from the registrar who acts for the company in which you have shares. The name of the registrar will usually be shown at the bottom of your share certificate.

On the stock transfer form; in the box entitled 'Full name and postal address of the person to whom the security is transferred', please write:

CodesandCiphers Heritage Trust  
Block H  
Bletchley Park  
MILTON KEYNES  
MK3 6EB

Complete, sign and date the form as appropriate and send to the same address as above.

It is important that you keep copies of transfer forms for your records and when you do your tax returns. We advise that you talk to a financial adviser before making any decisions.

**If you hold the shares in a Nominee Account:**

We are happy to accept shares transferred from your nominee account. Your nominee agent (stockbroker, financial adviser etc) will need to contact us with the details so that the transfer can be arranged. Each **nominee company has their own procedures for transfers. This sometimes involves a fee, which** is out of our control, but we understand many will waive their fee if you explain that you are donating to a charity.

If you have shares in a company's own nominee account (Corporate Nominee Account) please send us your statement. In some cases we can arrange for a direct transfer, but sometimes it is necessary to get an actual certificate issued for your shareholding so that the transfer to us can proceed. We can help with this.

**Data Protection Notice**

The information that you provide on this form will be held by CodesandCiphers Heritage Trust for the purposes of general administration, financial management and to deal with the gift aid reclaim. In order to do this, we may pass your details to agents and third parties who perform functions on our behalf.