



The Pen Museum  
The Argent Centre  
60 Frederick Street  
Birmingham B1 3HS  
penmuseum.org.uk  
enquiries@penmuseum.org.uk  
0121 236 9834

### Application for Membership (Subscriptions are due on 1 April each year.)

I wish to apply to become a member/renew my membership\* of the Birmingham Pen Trade Heritage Association (\*please delete as applicable) A Member may be an individual over the age of 18 years, a corporate body, or an individual over the age of 18 years or corporate body representing an organisation which is not incorporated.

Title..... Surname..... First Name: .....

Address: .....

..... Post Code: .....

Telephone No: ..... Email Address: .....

I am applying for/renewing membership\* as follows:

Full Membership £19.00 Yes/No\*

Full Membership (couples) £29.50 Yes/No\*

(\* Please delete as applicable)

I also wish to donate to support the work of the "Association" Yes/No\*

#### Payment:

**BACS:** Name: The Birmingham Pen Trade Heritage Association or BPTHA:

Sort code: 306261 Acc. No. 35716160.

**Online:** <https://penmuseum.org.uk/support/membership/>

#### Cheque:

I enclose a cheque for £..... To cover the cost of membership for the year and my donation; your cheque (in sterling and drawn on a UK Bank) should be made payable to: The Birmingham Pen Trade Heritage Association or BPTHA.

#### EU General Data Protection Regulation (GDPR) May 2018

I hereby give permission for the Birmingham Pen Trade Heritage Association to store my details on their register of members. The information you provide in this form will be used solely for dealing with you as a member of the Birmingham Pen Trade Heritage Association. I understand that by submitting this form I am consenting to receiving information about the association by post, email, online or telephone. Your data will be held securely by the Association and not shared with any third party except for HMRC if you have completed a Gift Aid declaration; this will only include the data given in that declaration. If you wish to cancel your membership and stop receiving communications from us, you will be able to do so by contacting the association secretary.

Signature..... Date: .....

Birmingham Pen Trade Heritage Association can benefit further from your subscription (at no additional cost to yourself) if you "Gift Aid" your subscription. If you are willing to do this, but have not done so already, please complete the declaration below.

### **The Gift Aid Scheme – UK Taxpayers.**

#### **Boost your donation by 25p of Gift Aid for every £1 you donate.**

The Gift Aid scheme allows charitable organisations to reclaim basic rate tax from HM Revenue & Customs for every pound donated by a UK taxpayer. There will not be any additional cost to the taxpayer. Under this scheme, membership subscriptions may be treated as donations. There is no minimum amount. All that is needed is for the donor to make a declaration to the effect that they confirm having paid or will pay Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs that they donate to will reclaim on their gifts in that tax year. Before completing and signing the Gift Aid Declaration, please be sure you read and understand the declaration and attached notes. There is no requirement for your signature to be witnessed.

Gift Aid declaration completion gives consent as a basis for holding and submitting that data to HMRC to process gift aid claims for the association. This data is held securely by the Association and is required by HMRC to be held for six complete calendar years after last gift claimed on the declaration.

#### **Notes:**

- 1) If your declaration covers donations, you may make in the future:
  - a) Please notify the charity if you change your name and/or address
  - b) You may cancel the declaration at any time by notifying the charity. Donations made after the date of cancellation will not be eligible for Gift Aid
- 2) You confirm that I am a UK Income or Capital Gains taxpayer. You have read this statement and want the charity or Community Amateur Sports Club (CASC) named above to reclaim tax on the donation detailed below, given on the date shown. You understand that if you pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all your donations it is your responsibility to pay any difference. You understand the charity will reclaim 25p of tax on every £1 that you have given.
- 3) If in the future your circumstances change and you no longer pay Income Tax and/or Capital Gains Tax equal to the tax the charities reclaim on your donations, you must cancel your declaration.
- 4) If you pay tax at the Higher Rate, you can claim further tax relief in your Self-Assessment tax return
- 5) If you are unsure whether your donations qualify for Gift Aid tax relief, further guidance is available from the HM Revenue website or your local tax office.

### **The Gift Aid Declaration.**

I wish the Birmingham Pen Trade Heritage Association to further benefit from the Gift Aid legislation. This declaration applies to all eligible membership subscriptions and donations I have made during the last four-year period and until further notice.

Full Name: .....

Address: .....

.....Post Code: .....

Signed ..... Dated .....