

Record of Gift Aid Declaration

Example Charity

[To confirm details of an oral declaration]

Published Aug 2015

Updated Sep 2018

Dear Donor,

Thank you for agreeing to make a donation to **Example Charity** using the Gift Aid scheme. This will enable us to reclaim any tax on your gift at the rate of 25p per pound. This transitional relief for the charity does not affect your personal tax position. Your support will enable us to expand our work in [.....]

The purpose of this letter is to confirm the details you gave us over the phone / when we met / by email. **If all your details and the declaration below are correct you need take no further action.**

You have the right to cancel a Gift Aid declaration at any time. If you cancel within 30 days from the date of this letter, the declaration will be cancelled completely and we will not reclaim any tax. If you cancel after that, we will reclaim tax on donations you have already made, but not on any future donations. You can cancel by writing to us, telephoning or emailing us at [.....]

You must pay enough tax overall to cover the tax all the charities or Community Amateur Sports Clubs (CASCs) that you donate to will reclaim on your gifts for this tax year (currently 25p per pound you give). This includes Income Tax and/or Capital Gains Tax, tax under PAYE and tax deducted from bank interest. Other taxes such as VAT and Council Tax do not qualify.

If you are not a taxpayer you should cancel this declaration.

If in the future your circumstances change and you no longer pay sufficient tax, you can cancel your declaration. Please let us know any future changes in your details.

If you are a higher rate taxpayer we only reclaim tax at the basic rate. You will obtain further tax relief by including the donations on your tax return. Remember to keep a note of them!

If any of the details below are incorrect please tell us. Thank you again for your support.

Name: _____

Address: _____

Post Code _____

Declaration

You have agreed that all donations you make to Example Charity should be treated as Gift Aid donations.

OR

You have agreed that all donations you have made to Example Charity since 6th April 2014, and any subsequent donations, should be treated as Gift Aid donations.

You expect to pay an amount of Income Tax or Capital Gains Tax at least equal to the amount all the charities or Community Amateur Sports Clubs (CASCs) that you donate to will reclaim on your gifts for this tax year (currently 25p per pound you give).

[Date of declaration]

[Date of this letter]

Created by Making Music

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