



# Gift Aid Declaration form

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

This form is used to collect personal data about you for the purpose of the charity reclaiming the Gift Aid from the tax you pay for the current tax year.

We take your personal data privacy seriously. The data you provided to us is securely stored. We will keep the personal data in this declaration form for 6 years from the end of the accounting period they relate to.

Your personal data may be shared with HMRC if requested for the purpose of audit

**In order to Gift Aid your donation you must tick the box below:**

☐

I want to Gift Aid my donation of £ \_\_\_\_\_ and any donations I make in the future, or have made in the past four years to:

*giftaid it*

**Group name** \_\_\_\_\_ **18<sup>th</sup> St Albans Scout Group – Beavers, Cubs, Scouts** \_\_\_\_\_

## Donor's details

Title: \_\_\_\_\_ Initial(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Home address: \_\_\_\_\_

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

**I am a UK taxpayer and understand that if I pay less income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please notify your Beavers/Cubs/Scouts section leader if you:**

- Want to cancel this declaration.
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains and cannot claim gift aid

\*If you pay income tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

**You can contact us to update any details at: your Beavers/Cubs/Scouts leader**

## FAQs'

### What is Gift Aid?

Gift Aid is a tax relief allowing UK charities to reclaim an extra 25% in tax for every eligible donation made by a UK tax payer. To apply for gift aid you need to register online with HMRC.

### Do I qualify for gift aid?

In order for the Group to reclaim the tax you have paid on your donations, you must have paid income or capital gains tax (in the UK) for each tax year (6 April to 5 April) at least equal to the tax that all the charities or Community Amateur Sports Clubs that you donate to will reclaim on your gifts for that tax year. Other taxes such as VAT and Council Tax do not qualify.

### What can the charity claim back?

Gift Aid can only be claimed if the donor completes a gift aid declaration form.

Gift Aid declaration must state:

- Donors full name
- Donors full address
- Name of the charity
- Confirm that the identified gifts are to be treated as Gift Aid donations
- Identify the gift or gifts to which the declaration relates
- Date of declaration
- A Gift Aid declaration is valid indefinitely until cancelled

### How do I sign up?

The process is nice and simple - all you need to do is make a Gift Aid declaration.

### How long can the Group claim Gift aid?

The declaration wording normally covers present, future and past donations. We can back-claim four years and we will continue to claim until you tell us otherwise, so long as you are eligible.

### Can I claim Gift Aid on the funds I've raised?

To claim Gift Aid on your fundraising, we must have the first name or initials, last name, full home address and postcode of each individual donor/sponsor. So please encourage them to tick the Gift Aid box on your sponsorship form when they sponsor you. Without these details we legally can't claim Gift Aid - so be strict with your supporters!

**If you'd like additional information please contact your Beavers/Cubs/Scouts section leader.**