

Charity Gift Aid Declaration – When goods are sold by, and the proceeds gifted to, charities

(This template includes the minimum requirements for a Gift Aid declaration to be valid; those items highlighted in **BOLD** are mandatory to meet HMRC requirements as detailed in paragraph 3.6.2 of the HMRC guidance. The text can be varied or added to, however, to meet the charity's own requirements)

This declaration MUST be used in conjunction with an Agency Agreement to be valid for Gift Aid purposes.

Gift Aid can be reclaimed by the charity from the tax you pay for the current tax year.

Name of Charity	
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Donor Details

Title	
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First name or initial(s)	
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Surname	
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Home Address	
Post Code	

Home phone		Mobile phone	
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Email address	
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Donor Declaration

I want to Gift Aid my current donation and any donations I may make in the future or have made in the past 4 years to (Name of Charity).

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

I will notify (Name of Charity-METHOD A) OR (Name of Trading Subsidiary – METHOD B) of any change in my personal circumstances, such as name and address, or that I no longer pay UK Income or Capital Gains tax or I wish to cancel the declaration.

<i>Signature</i>	
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<i>Date</i>	
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