

Template Letter for Gift Aid where £100 limit exceeded – Method A

This template is for charity shops to use to advise donors if the proceeds of sale under the Method A are more than £100. For guidance on when to use this letter, follow the link at the end of the letter.

Please note- *the text in italics is compulsory.*

Dear (name of supporter),

Thank you for bringing your goods to (name of charity shop) for sale. *You agreed that we should contact you if your goods sell for more than £100 in any tax year.*

I am pleased to tell you that we have raised £XXX.XX (after deducting commission) from selling your goods. To donate this amount to our charity you need do nothing further. If we do not hear from you within 21 days of the date of this letter, we will assume you wish to donate the amount raised to our good cause and, once again, we thank you for your support.

OR (if your agency agreement only allows the individual to receive the additional amount).

I am pleased to tell you that we have raised additional net income of £XXX.XX over the agreed £100 limit from selling your goods. To donate this amount to our charity you need do nothing further. If we do not hear from you within 21 days of the date of this letter, we will assume you wish to donate the money raised to our good cause and, once again, we thank you for your support.

Please contact us if there is a change in your circumstances and as a result you need to cancel your Gift Aid declaration. If you have not paid sufficient income tax or Capital Gains Tax to cover your donations, you may need to pay the shortfall of tax to HM Revenue and Customs. Other taxes like VAT and Council tax do not qualify.

Yours faithfully/sincerely/truly,

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For guidance on when to use this letter, see the link below to section 3.51.12 - 3.51.13.

[Claiming Gift Aid when goods are sold by, and the proceeds gifted to, charities](#)