

What declarations must include

There is no set design for a declaration form or a verbal declaration, but it must include:

- the name of your charity or CASC
- the donor's name
- the donor's home address
- whether the declaration covers past, present or future donations or just a single donation
- a statement that the donor wants Gift Aid to apply (this could be a tick box on a written or online declaration)
- an explanation that the donor needs to pay the same amount or more of UK Income Tax and/or Capital Gains Tax as all charities and CASCs will claim on the donor's gifts in a tax year and that the donor is responsible to pay any difference

If you're organising a sponsored event, like a marathon, your sponsorship forms can include a Gift Aid declaration. The forms must also include the:

- amount of donations collected
- date that pledged donations were collected
- date when the sums collected were handed over to you

Explain to the donor that that they need to pay the same amount or more of UK Income Tax and/or Capital Gains Tax as all charities and CASCs will claim on the donor's gifts in a tax year and that the donor is responsible to pay any difference.