

# What is a Gift Aid declaration?

A Gift Aid declaration is a statement by a UK taxpayer asking for their donations to be treated as Gift Aid payments, so that the tax they have paid on the amount donated can be claimed back by the charity receiving the donation.

## The tax warning to donors

When you ask donors to make Gift Aid declarations, you must explain to them that they have to pay, or have paid, an amount of UK Income Tax or Capital Gains Tax that is at least equal to the amount of tax that you, and all other charities and Community Amateur Sports Clubs to whom the donor makes a donation, are going to claim on their donations.

The tax can be paid on income, savings and investments (including tax credits on UK dividends) or capital gains. If your claim is more than the tax paid by the donor they will have to pay the difference to HM Revenue & Customs (HMRC). Usually the donor must have paid tax for the same tax year that the donation was made, 6 April to 5 April.

In some circumstances the donor can elect to have their donation treated as being paid in the year before you actually receive it. In this case the donor must have paid enough tax in the earlier year to cover your claim. This does not affect you, as your claim will still be for the year when you receive the donation.

**Toolkit tip:** The model declarations included in this toolkit have the tax warning printed on them to make things easy for you. If you want to use your own declarations, you should include the tax warning on them so that you can show that you have given the warning to your Gift Aid donors – see Help sheet 12.

HMRC needs to be able to identify the donor from the declaration they make, to check that they have paid enough tax to cover the amount you are claiming in their name.

A Gift Aid declaration therefore needs to show:

- the proper name of your charity
- the name of the donor, with surname and initials as a minimum
- the home address of the donor, with house number/name and postcode as a minimum
- the donations that the declaration relates to.

## How can I produce declarations for donors?

There are different types of declaration:

- a paper declaration using the model form, or something similar
- a declaration incorporated into a membership application
- a declaration included in a sponsorship form – see Help sheet 8
- a declaration printed on a collection envelope
- a declaration on a website where the donor's details are automatically recorded on a database
- a verbal declaration – this usually requires the charity to send written confirmation of the declaration to the donor.

Don't forget to keep each donor's Gift Aid declarations for the longer of six years from the end of the claim period that includes their last donation or 12 months after you claim for their last donation. If you have a lot of enduring declarations, that is, declarations that cover future donations, you may want to scan them and store them electronically. See Help sheet 5 for more information. If before January 2012 you followed previous guidance and destroyed records between 4 and 6 years old you will not be penalised. However if you have kept your records from that period you must continue to keep them as you may be penalised if you destroy records which you are required to keep.

Find out more about Gift Aid declarations on the [HMRC website](#)

