



Girlguiding
Middlesex North West
county



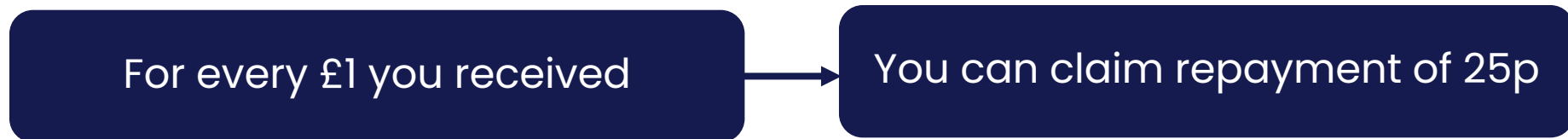
Gift Aid Training



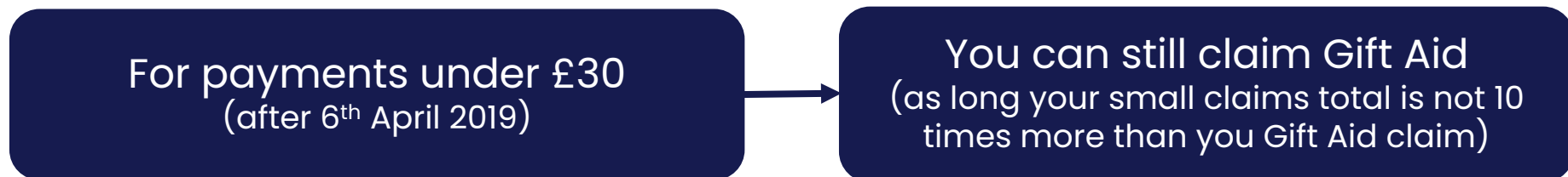
What is Gift Aid?

Gift Aid is a government scheme which encourages people to give to charity. Under the scheme, money donated to charities – including Girlguiding subscriptions – is eligible for tax relief.

With a signed Gift Aid form...

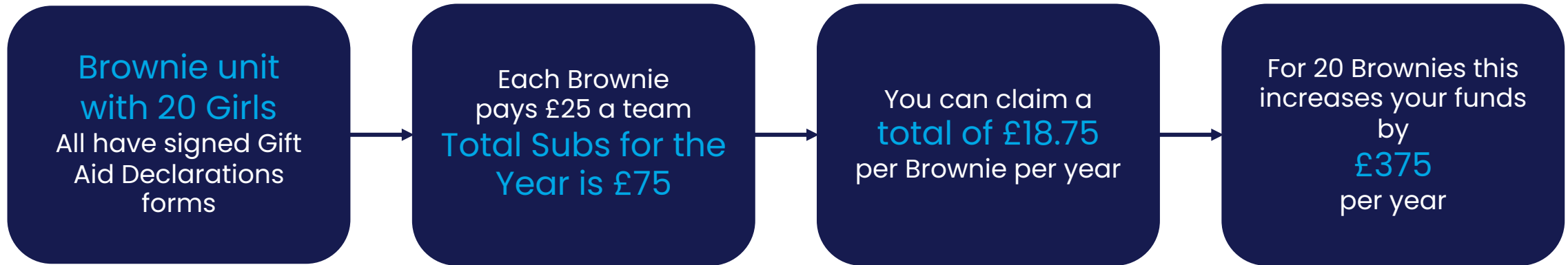


Without a signed Gift Aid form...

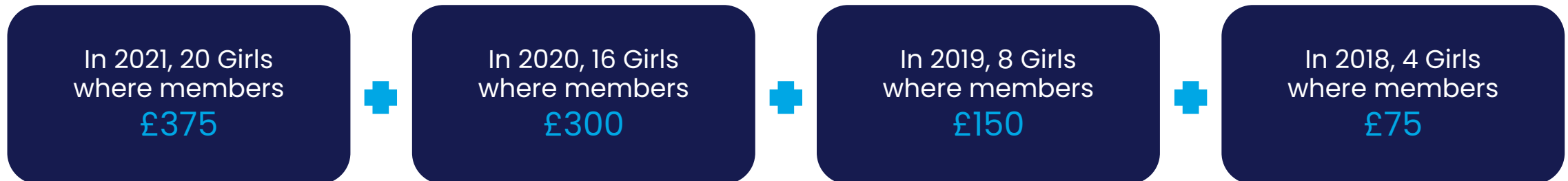


What this means?

Unit examples



You can also claim for the pass 4 years (if the declaration form has been ticked allowing you to)



= A total of £900

What this means?

Unit examples



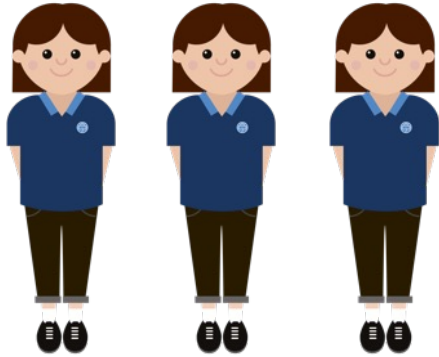
You can also claim for the pass 4 years (if the declaration form has been ticked allowing you to)



= A total of £1200.00

To claim Gift Aid

You need..



3 responsible persons

to be registered for Gift Aid the Authorised Official and two Members (Responsible Persons).



Signed Gift Aid forms



A record of payments received

and register with HMRC to Claim Gift

Gift Aid Declarations



Gift Aid Declarations (England and Wales) 2016

Past, present and future donations to Girlguiding

Boost your donation by 25p of Gift Aid for every £1 you donate
Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.
Your address is needed to identify you as a current UK taxpayer.

Unit name _____

Please treat as Gift Aid donations all qualifying gifts of money made

today in the past four years in the future

Please tick all boxes that apply.

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.

Donor's details

Title _____ First name or initial(s) _____ Surname _____

Full home address _____
Postcode _____

Signature _____

Date _____

Please notify Girlguiding 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.

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.

Start to collect your declaration form

1. Download and print of the form

- <https://www.girlguiding.org.uk/globalassets/docs-and-resources/fundraising-and-partnerships/gift-aid-declaration-england-wales.pdf>

- This form is also apart of the new start form.

2. Send out the form to your unit and ask parents to return the forms

3. File your forms

- (Gift Aid records need to be kept for 7 years)



Record keeping

You need to keep a record of how much each family has paid each year and the date of their last payment.

There is no right or wrong way to do this, use a method that works best for you.



Registering
with HMRC to
claim Gift Aid



Gift Aid Certificate



CERTIFICATE for HMRC Charity Registration (E&W)
(England and Wales)

Name of unit or area _____

Correspondence address _____

Phone number _____

I CERTIFY that:

The branch of The Guide Association named above is constituted in accordance with the Royal Charter and By-laws of The Guide Association and governed by *The Guiding Manual* and the Association's handbooks, with the principal charitable objective of promoting education of girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.

It is a charity exempted from registration in accordance with the Charities Act 1960 (as amended) by virtue of the Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations, 1961 SI 1961 No. 1044.

Details of Responsible Persons

Applicant full name	Responsible person 1 full name	Responsible person 2 full name
_____	_____	_____
Address	Address	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
National Insurance number	National Insurance number	National Insurance number
_____	_____	_____
Date of birth	Date of birth	Date of birth
_____	_____	_____
Authorised signatory for Girlguiding	_____	_____
	Name	Signature
	Date	

See explanatory notes on next page

1. Download and print of the form

- <https://www.girlguiding.org.uk/globalassets/docs-and-resources/fundraising-and-partnerships/gift-aid-certificate-england-and-wales.pdf>

2. Complete the form with the following details for all 3 people:

- Name
- Address
- Dates of Birth
- National Insurance number

3. Email the completed form to the information team

- giftaid@girlguiding.org.uk



Gift Aid Application Form

The information team will arrange for the form to be signed in accordance with the Girlguiding agreement with HMRC. The team will complete the majority of the Gift Aid application form for your unit.

The application forms will then be sent to you via recorded signed for post. When you receive the forms you need to:

1. Complete the bank account details (Unit details)
2. Each named person must sign to confirm their details are correct
3. The Authorised Official needs to sign the final page of the application



Submitting your Gift Aid Application Form

To submit your form you need to send the following documents to HMRC:

1. the signed unit Gift Aid application form
2. the unit HMRC Charity Registration certificate
3. a copy of the unit's last three months' financial entries on a bank statement or in a building society passbook
4. a copy of your latest unit accounts

New units can send proof of opening a new bank account
(also applies if you have switch bank accounts)
and include an estimation of first year's gross income.



Enrolling for Online Services

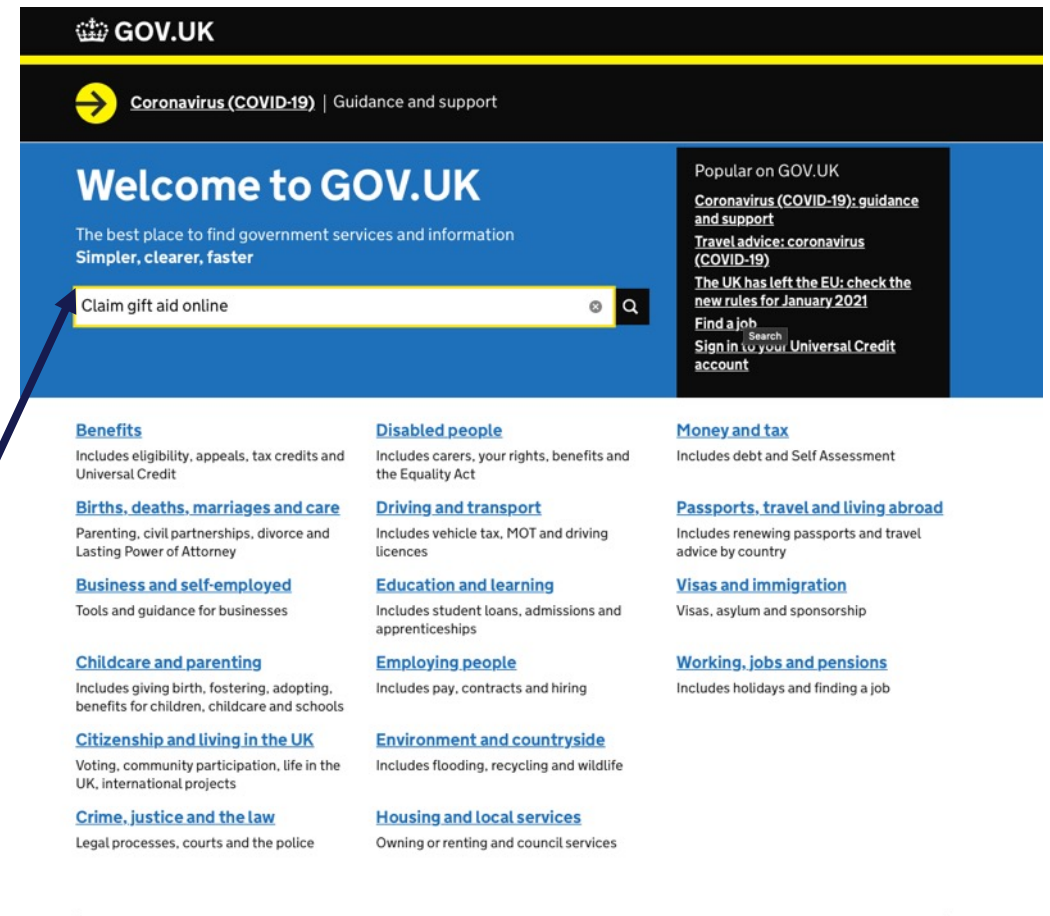
Once your application is approved you will receive a letter from HMRC

You **MUST** keep this letter safe.

It is your evidence that your unit can claim the available tax exemptions.

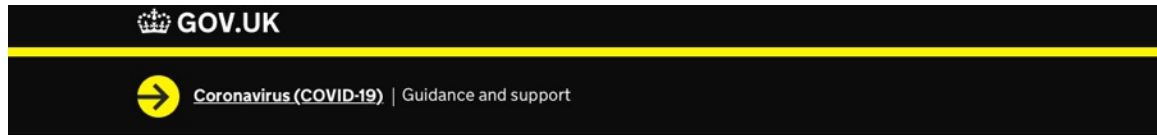
Next you need to:

1. Visit www.gov.uk
2. Search for claim Gift Aid online



The screenshot shows the GOV.UK website interface. At the top, there is a navigation bar with the GOV.UK logo and a yellow arrow pointing to 'Coronavirus (COVID-19) | Guidance and support'. Below this is a blue header with the text 'Welcome to GOV.UK' and 'The best place to find government services and information. Simpler, clearer, faster'. A search bar is visible with the text 'Claim gift aid online' entered. To the right of the search bar, there are several links: 'Popular on GOV.UK', 'Coronavirus (COVID-19): guidance and support', 'Travel advice: coronavirus (COVID-19)', 'The UK has left the EU: check the new rules for January 2021', 'Find a job', and 'Sign in to your Universal Credit account'. Below the search bar, there is a grid of categories with links and brief descriptions: 'Benefits', 'Disabled people', 'Money and tax', 'Births, deaths, marriages and care', 'Driving and transport', 'Passports, travel and living abroad', 'Business and self-employed', 'Education and learning', 'Visas and immigration', 'Childcare and parenting', 'Employing people', 'Working, jobs and pensions', 'Citizenship and living in the UK', 'Environment and countryside', 'Crime, justice and the law', and 'Housing and local services'.

Enrolling for Online Services



[Home](#)

Search

Claim gift aid online

188,593 results

[Subscribe to feed](#)

Topic

Content type

Date

Sort by Relevance

Claim Gift Aid online

Submit a **claim for Gift Aid**, the **Gift Aid** small donation scheme (GASDS) and other income: schedule spreadsheets; registering and enrolling for a Charities **Online** account; activation codes

Claiming Gift Aid as a charity or CASC

What **Gift Aid** is, who can **claim**, what donations are eligible for **Gift Aid**, **Gift Aid** declarations for your charity or community amateur sports club (CASC), how to **claim**

Overview

You can claim back 25p every time an individual donates £1 to your charity...

Gift Aid declarations

To claim Gift Aid you need to get a Gift Aid declaration from the donor....

How to claim

You can claim Gift Aid using Charities Online with: eligible software....

What you can claim it on

You can claim Gift Aid on donations from individuals. The donor must: have...

Small donations scheme

You may be able to claim 25% on: cash donations of £30 or less contactless...

Tax relief when you donate to a charity

Tax relief on donations, **Gift Aid**, payroll giving, leaving a **gift** in your will, keeping tax

3. Select Claim Gift Aid online
4. On the next page click Start Now



[Home](#) > [Citizenship and living in the UK](#) > [Charities, volunteering and honours](#)

Claim Gift Aid online

Your charity or community amateur sports club (CASC) can use online services to claim:

- Gift Aid, including under the [small donations scheme](#)
- tax back on other income, such as bank interest

Online services may be slow during busy times. Check if there are any [problems with this service](#).

[Start now >](#)

Enrolling for Online Services

GOV.UK

BETA This is a new service – your [feedback](#) will help us to improve it

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

Problems signing in

[I have forgotten my password](#)
[I have forgotten my Government Gateway user ID](#)
[I have forgotten my Government Gateway user ID and password](#)

[Get help with this page](#)

5. Select create sign in details

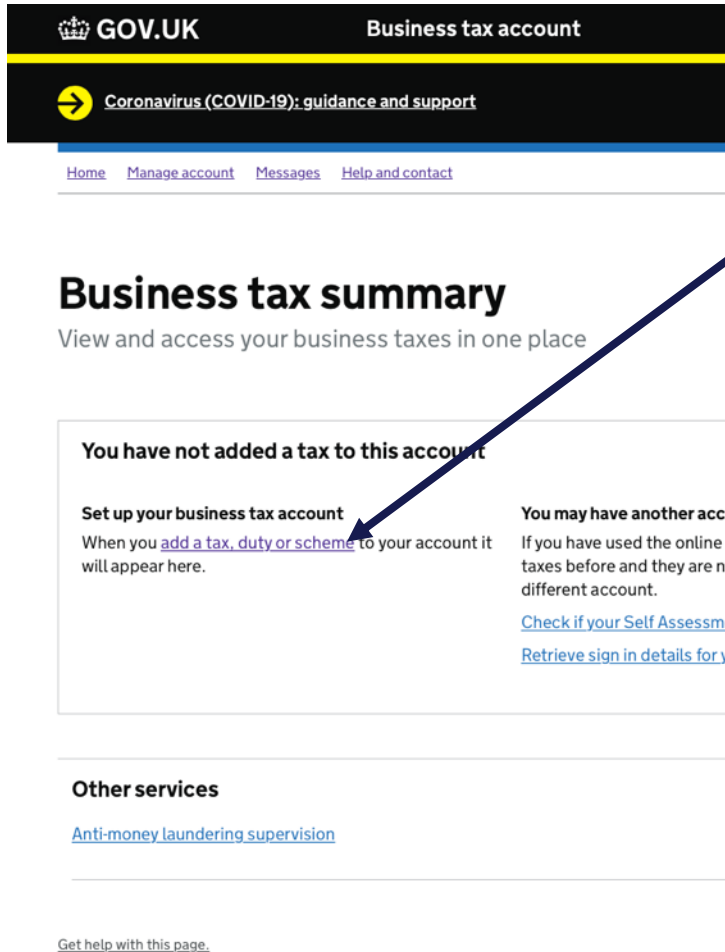
This will start the set up process and you will need to do the following:

- Enter your email address
- Enter the confirmation code which was sent to you email account
 - Enter your full name
 - Create a password
 - Create a recovery word

You will be given a Government Gateway User ID.
Take note of the number.

- Select that you are an organisation

Enrolling for Online Services



This will take you to your account, Business tax summary

6. Select add a tax, duty or scheme
 - Select other taxes or scheme
 - Select charities – for gift aid repayment claims
 - Answer Yes to “Do you have a HMRC Charities reference?”

7. Complete the access to Charities and community Amateur Sport Clubs form

The details you require can be found on the letter you receive from HMRC.

8. Select Request Access

This will trigger a letter being sent to you with an activation code. It can take 2 weeks to arrive.



Questions



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Girlguiding
Middlesex North West
county

